

BENNINGTON COLLEGE

FACULTY HANDBOOK

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1.0 CURRENT LISTS AND CALENDAR

The lists in this section usually change each term; therefore new lists will be provided in September and March.

The College Calendar for the following academic year will be distributed each March.

1.1 Administrators

President	Joseph S. Murphy
Dean of the Faculty	Donald R. Brown
Librarian	Robert M. Agard
Dean of Studies	Michael T. Rock
Assistant to the Dean	Jane Sobel
Director of Non-Resident Term	Alice T. Miller
Registrar	Gertrude Syverstad
Director of Student Services	Jean S. Aldrich
Director of Health Services	Paul Hamburg, M.D.
Housing Coordinator	Alice Miller
Director of Admissions and Financial Aid	John Nissen
Associate Director	Thelma Bullock
Financial Aid Officer	Jeffrey Rossbach
Assistant Director, Special Projects	Mary Runyon
Assistant Director, Transfer Students	Thomas Matthews
Assistant Director, Travel	Leslie Parke
Assistant Director, Interviews	Thomas Fels
Director of Management	Bernard Iser
Director of Plant Management	Russell Lord
Director of Food Services	Paul Renzi
Director of College Relations and Special Projects	Christine Graham
Director of Alumni Relations and Annual Fund	Susan Edelmann
Director of Publications	Alex Brown
Grants Officer	Roger Kimball
Editor, <u>Bennington Review</u>	Robert Boyers
Director of Public Relations	Charles Putney
Director of Fiftieth Anniversary Celebration and Fund	Rebecca B. Stickney
Consultant	Clarence Q. Berger
Administrative Assistant	

Black Music

Barrow, George (Hadley)
Dixon, William
 Graves, Milford
 Horenstein, Stephen

Dance

Carruthers, Tony
 Dixon, William
 Dooley, Raymond
 +Dunn, Judith
 Flower, Cedric
 LaGiglia, Anthony
 Moore, Jack
 +Roan, Barbara
 Sheppard, Harry
 Wittman, Josef
 Wittman, Martha

Drama

Baker, Frank
 Carruthers, Tony
 (Cavender, Kenneth-fall)
 Dooley, Raymond
 Flower, Cedric
 Logan, Leroy
 +O'Dwyer, Laurence
 Schweizer, David
 Sorkin, Roger
 Young, Janis

Literature & Languages

(Belitt, Ben - fall)
 Calisher, Hortense
 Chao, Phebe
 Cheuse, Alan
 Delbanco, Nicholas
Feinman, Alvin
 Fernandez, Enrique
 +Fredericks, Claude
 +Gonzalez, Eduardo
 +Guy, Georges
 Horwitz, Martin
 Maizitis, Mara
 +Malamud, Bernard
 Mathews, Harry
 Mayer, Reinhard
 Paglia, Camille
 Sandy, Stephen
 Stewart, Marguerite
 *Tristman, Richard
 Weil-Sayre, Sylvie

Music

Baker, Frank
 Brant, Henry
 Calabro, Louis
 Finckel, Marianne
 Fine, Vivian
 Frisch, Richard
Glick, Jack
 Kahn, Sue Ann
 Mallow, Barbara
 Nowak, Lionel
 Pachman, Maurice
 Sacks, Richard
 *Schonbeck, Gunnar
 Starobin, David
 (Chadabe, Joel, Consultant)

Science & Mathematics

Aebersold, Dennis
 *Coburn, E. Robert
Flaccus, Edward
 Levy, Roland S.
 *Supowit, Lee
 van der Linde, Reinoud
 Wohnus, J. Frederick
 Woodworth, Robert
 Wyman, Arlene

Social Science

Blake, Richard
 *Brown, Donald R.
 Carini, Louis
 Cohen, Ronald
 Ferruolo, Stephen
 Harris, Steven
 Kensing, Kenneth
 Kirkpatrick, Joanna
 Mayers, Kenneth
 Nell, Edward
 +Pearson, Harry
Ricks, R. Arnold
 Rock, Michael
 Schlabach, Anne
 Schroeder, William
 Sugarman, Sally
 Welter, Rush

*Sabbatical Spring 1978
 +Leave Spring 1978

 Division Secretary

Visual Arts

Akers, Frank
 Adams, Pat
 Cahn, Annabelle
 Dufresne, Leonard
 Ford, Jane
 +Haas, Richard
 Hatcher, Brower
 Healy, Sophia
 Kay, Bryan
 Rappaport, Neil
Rosen, Stanley
 Shane, Grahame
 *Tillim, Sidney
 Witkin, Isaac
 +Wofford, Philip

Administration

Murphy, Joseph S.
 Brown, Donald R.
 Rock, Michael
 Agard, Robert M.
 Aldrich, Jean S.
 Finlayson, Barbara
 Graham, Christine
 Hamburg, Paul
 Iser, Bernard
 Miller, Alice T.
 Nissen, John
 Stickney, Rebecca B.

Teaching Assistants

Ash, Jay (Black Music)
 Brooks, Arthur (Black Music)
 Caput, Pascal (French)
 Gottlieb, Robin (Math)
 Horenstein, Stephen (Dance)
 Kossman, Michael (Russian)
 Qamar, Nadi (Black Music)
 Ruhfass, Marion (German)
 Valero, Juan (Spanish)

Technical Assistants

Brown, Rae (Early Childhood)
 Fels, Tully (Language Lab)
 Pearson, Nicholas (Sculpture)
 Rawson, Anne (Early Childhood)
 Yung, Elizabeth (Early Childhood)

LIST OF FACULTY - 1977-1978SPRING TERM

ADAMS, Pat	Visual Arts	LA GIGLIA, Anthony	Dance
AEBERSOLD, Dennis	Science & Math.	LEVY, Roland S.	Science & Math.
AKERS, Frank	Visual Arts	LOGAN, Leroy	Drama
BAKER, Frank	Music/Drama	MAIZITIS, Mara	Lit. & Lang.
BARROW, George-Hadley	Black Music	+MALAMUD, Bernard	Lit. & Lang.
BELITT, Ben (fall)	Lit. & Lang.	MALLOW, Barbara	Music
BLAKE, Richard	Social Sciences	MATHEWS, Harry	Lit. & Lang.
BRANT, Henry	Music	MAYER, Reinhard	Lit. & Lang.
*BROWN, Donald R.	Social Sciences	MAYERS, Kenneth	Social Sciences
CAHN, Annabelle	Visual Arts	MOORE, Jack	Dance
CALABRO, Louis	Music	NELL, Edward	Social Sciences
CALISHER, Hortense	Lit. & Lang.	NOWAK, Lionel	Music
CARINI, Louis	Social Sciences	+O'DWYER, Laurence	Drama
CARRUTHERS, Tony	Dance/Drama	PACHMAN, Maurice	Music
CAVENDER, Kenneth	Drama	PAGLIA, Camille	Lit. & Lang.
CHAO, Phebe	Lit. & Lang.	+PEARSON, Harry	Social Sciences
CHEUSE, Alan	Lit. & Lang.	RAPPAPORT, Neil	Visual Arts
*COBURN, E. Robert	Science & Math.	RICKS, R. Arnold	Social Sciences
COHEN, Ronald	Social Sciences	+ROAN, Barbara	Dance
DELBANCO, Nicholas	Lit. & Lang.	ROCK, Michael	Social Sciences
DIXON, William	Black Music/Dance	ROSEN, Stanley	Visual Arts
DOOLEY, Raymond	Dance/Drama	SACKS, Richard	Music
DUFRESNE, Leonard	Visual Arts	SANDY, Stephen	Lit. & Lang.
+DUNN, Judith	Dance	SCHLABACH, Anne	Social Sciences
FEINMAN, Alvin	Lit. & Lang.	*SCHONBECK, Gunnar	Music
FERNANDEZ, Enrique	Lit. & Lang.	SCHROEDER, William	Social Sciences
FERRUOLO, Stephen	Social Sciences	SCHWEIZER, David	Drama
FLACCUS, Edward	Science & Math.	SHANE, Grahame	Visual Arts
FLOWER, Cedric	Dance/Drama	SHEPPARD, Harry	Dance
FINCKEL, Marianne	Music	SORKIN, Roger	Drama
FINE, Vivian	Music	STAROBIN, David	Music
FORD, Jane	Visual Arts	STEWART, Marguerite	Lit. & Lang.
+FREDERICKS, Claude	Lit. & Lang.	SUGARMAN, Sally	Social Sciences
FRISCH, Richard	Music	*SUPOWIT, Lee	Science & Math.
GLICK, Jack	Music	*TILLIM, Sidney	Visual Arts
+GONZALEZ, Eduardo	Lit. & Lang.	*TRISTMAN, Richard	Lit. & Lang.
GRAVES, Milford	Black Music	van der LINDE, Reinhoud	Science & Math.
+GUY, Georges	Lit. & Lang.	WEIL-SAYRE, Sylvie	Lit. & Lang.
+HAAS, Richard	Visual Arts	WELTER, Rush	Social Sciences
HARRIS, Steven	Social Sciences	WITKIN, Isaac	Visual Arts
HATCHER, Brower	Visual Arts	WITTMAN, Josef	Dance
HEALY, Sophia	Visual Arts	WITTMAN, Martha	Dance
HORENSTEIN, Stephen	Black Music	+WOFFORD, Philip	Visual Arts
HORWITZ, Martin	Lit. & Lang.	WOHNUS, J. Frederick	Science & Math.
KAHN, Sue Ann	Music	WOODWORTH, Robert	Science & Math.
KAY, Bryan	Visual Arts	WYMAN, Arlene	Science & Math.
KENSINGER, Kenneth	Social Sciences		
KIRKPATRICK, Joanna	Social Sciences		

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List of Teaching Assistants, Technical Assistants and Faculty Emeritus

CHADABE, Joel Electronics Consultant

Teaching Assistants

ASH, Jay	Black Music
BROOKS, Arthur	Black Music
CAPUT, Pascal	French
GOTTLIEB, Robin	Mathematics
HORENSTEIN, Stephen	Dance
KOSSMAN, Michael	Russian
QAMAR, Nadi	Black Music
RUHFASS, Marion	German
VALERO, Juan	Spanish

Technical Assistants

BROWN, Rae	Early Childhood
FELS, Tully	Language Lab
PEARSON, Nicholas	Sculpture
RAWSON, Anne	Early Childhood
YUNG, Elizabeth	Early Childhood

Faculty Emeritus

BAKER, Frank
BELITT, Ben
BROCKWAY, Thomas
DE GRAY, Julian
DE GRAY, Margaret
FINCKEL, George
FOSTER, Catharine
HAGER, Dorothy
HOLT, George
MONTESINOS, Nora
NOWAK, Lionel
PERNEL, Orea
SOLOMON, Ruby
WOODWORTH, Robert

COMMITTEE MEMBERSHIP LIST

SPRING 1978

Elective, Appointive, and Other CommitteesElective CommitteesEducational Policies Committee

Mr. Murphy, ex officio	
Mr. Brown, ex officio	Chairs
Mr. Rock, ex officio	
Mr. Delbanco	6/78
Mr. Graves	6/78
Ms. Fine	6/78
Ms. Adams	6/79
Ms. Chao	6/79
Mr. Cohen	6/79

Faculty Personnel Committee

Mr. Brown, ex officio	Chairs
Ms. Chao	6/78
Mr. van der Linde	6/79
Mr. Blake	6/80
Mr. Feinman	12/80

Personnel Review Committee

Mr. Flaccus	6/79
Mr. Mayer	6/80
Mr. Ricks	6/81

Educational Counseling Committee

Mr. Rock, ex officio	Chairs
Mr. Aebersold (Coburn)	12/78
Mr. Rosen	12/78
Mr. Sandy	12/79
Ms. Fine	12/79
Mr. Cohen	12/79
Mr. Horenstein	6/80
Mr. Carruthers [O'Dwyer]	6/80
Ms. Weil-Sayre	6/80
Ms. Schlabach	6/80
Mr. Moore	6/80

(Sabbatical)
[Leave]

Faculty Salary Committee

Mr. Cohen	6/79
Mr. van der Linde	6/79
Mr. Aebersold	6/80
Mr. Horwitz (Tillim)	6/80

Appointive CommitteesAdmissions and Financial Aid Committee

Mr. Nissen	Chairs
Mr. Rock, ex officio	
Ms. Sobel, ex officio	
Mr. Glick	6/78
[Mr. Wofford]	6/78
Mr. Ricks	6/79
Mr. Mayers	6/80
Mr. Frisch	6/80
Ms. Maizitis	6/80

Art & Architecture Committee

Mr. Kensinger	Chairs
Mr. Iser, ex officio	
Mr. Lord, ex officio	
Ms. Aldrich, ex officio	
Mr. Ricks	
Mr. Flaccus	
Mr. Hatcher	
Ms. Kirkpatrick	
Mr. Moore	
Mr. Rosen	
Mr. Shane	
Mr. Wohnus	

Library Committee

Ms. Stewart	Chairs
Mr. Agard, ex officio	
Mr. Schroeder	6/78
Ms. Wyman	6/78
Mr. Akers	6/80

(1.3)

Spring 1978 Committees

Appointive (con'd)

Non-Resident Term Committee

Ms. Miller, ex officio	Chairs
Mr. Rock, ex officio	
Mr. Flaccus	
[Mr. Guy]	
Ms. Kirkpatrick	
Ms. Schlachach	

VAPA Committee

Mr. Flower
Mr. Logan
Ms. Roan
Mr. Shane
Mr. Wittman

Faculty Budget Committee

Mr. Cohen
Mr. Horwitz
Mr. Mayers

Other Committees

Committee on Interdivisional Majors

Mr. Mayer	Chairs
Mr. Carini	
Mr. Cheuse	
Mr. Flower	
Mr. Horenstein	
Ms. Roan	
Mr. Schonbeck	
[Mr. Wofford]	
Mr. Wohnus	

Mon. Mar. 6 New students arrive all day. FIRST FACULTY MEETING - 4:15 p.m.

Tue. Mar. 7 New students' appointments with counselors - 9 a.m.-12:30 p.m.
Counseling, reentering students (those away at least 1 term) - 2-4 p.m.

Wed. Mar. 8 Registration, new and reentering students - 9 a.m.-12:30 p.m.
Registration, returning students (those here last term) - 2-4 p.m.

Thu. Mar. 9 Classes start - 8:30 a.m.

Wed. Apr. 26 Long Weekend begins - 1 p.m.

Mon. May 1 Classes resume - 8:30 a.m.

Mon. June 12 Final reports, graduating seniors & students scheduled for ECC - 5 p.m.

Wed. June 14 Classes end, all student work due. Vote on candidates for graduation.
FACULTY MEETING - 4:15 p.m.

Sat. June 17 Commencement

Mon. June 19 Final reports on all other than graduating seniors due - 10 a.m.
All Faculty members must be available through June 21 for ECC.

2.0 AIMS OF BENNINGTON COLLEGE

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;

(2.0) Aims of Bennington College (continued)

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.

3.0 ORGANIZATION

3.1 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.

3.2 Trustee Organization

The trustees meet four times each year, in October, April and June at the College, and in January in New York. The Standing Committees of the Board are: Executive Committee, Committee on Academic Affairs, Admissions and Financial Aid, Alumni Relations, Budget and Finance, Development, Facilities and Planning, and Committee on Nominations. The Deans and two current students are invited to attend meetings of the Board on a regular basis when the agenda topic is appropriate.

Mrs. T. Edward Hambleton, Chairman of the Board
Mr. Irwin J. Askow, Vice Chairman
Mrs. Alvin C. Eurich, Vice Chairman
Mr. Andrew Heiskell, Secretary
Mr. Joseph Lord, Treasurer
Mr. Bernard Iser, Assistant Secretary and Treasurer

Mrs. Walter S. Bernheimer	Mr. Bevis Longstreth
Ms. Jeannette W. Bertles	Mrs. Joan D. Manley
Mr. Albert H. Bowker	Mr. Thomas Matthews
Mr. Lisle C. Carter	Mr. Roberto Meinrath
Mrs. Maurice A. Deane	Mrs. Albert Merck
Mr. Fairleigh S. Dickinson, Jr.	Ms. Carolyn C. Merkel
Miss Helen Frankenthaler	Mrs. Stanley G. Mortimer
Mr. Robert Gutman	Mrs. John W. Nields
Mr. Jon L. Hagler	Mrs. Albert R. Schreck
Mr. Lucien M. Hanks	Mrs. Nathaniel H. Usdan
Mr. Joseph S. Iseman	Ms. Mary Ellen Watkin
Mr. Francis Keppel	Mrs. Pamela Hill Wicker
Miss Kristen Lippincott	

3.3 Administrative Organization

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 publication of the curriculum, establishment and operation of Educational Counseling Committee panels, the academic calendar, the scheduling of courses, assignment of academic space, student counseling and advising, registration for courses, student records and transcripts, and the Non-Resident Term program.

Director of Student Services: Responsible to the President for serving student extra-curricular needs and seeking to improve the quality of life on campus. Among the office's responsibilities are the following: career counseling and placement, student housing; health service; liaison with student organizations; student employment; keeping a record of activities (plays, concerts, lectures, movies, etc.) which are not part of the academic program.

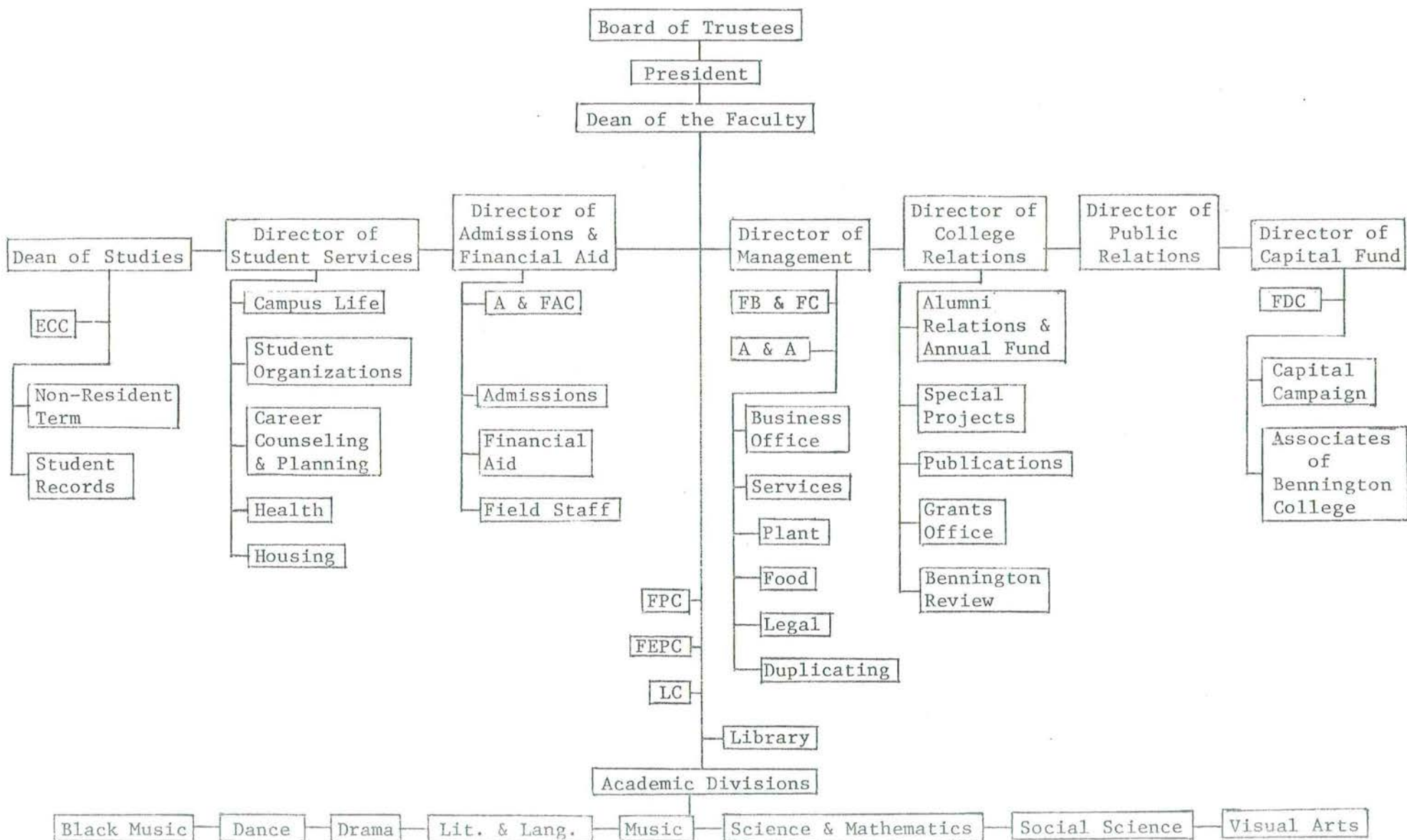
Director of Management: Responsible to the President for the formulation of policy in all matters relating to the budgetary, financial and legal affairs of the College, College staff, maintenance of the physical plant, including the post office, dining halls and student houses.

Director of Admissions and Financial Aid: Responsible to the President for the formulation of policy as well as its administration in all matters relating to college admissions and financial aid.

Director of College Relations: Responsible to the President for formulating policy concerning and supervising all relations of the college involving alumni, annual fund, publications, special projects, grant application; and Bennington Review.

Director of Public Relations: Responsible to the President for formulating policy concerning and supervising all activities of the College involving public relations.

Director of the Capital Fund: Responsible to the President for formulating policy and supervising the administration of the Fiftieth Anniversary Celebration and Fund.



FPC Faculty Personnel Committee
 FEPC Faculty Educational Policies Committee
 ECC Educational Counseling Committee
 LC Library Committee

A & FA Admissions and Financial Aid Committee
 FB & FC Faculty Budget and Finance Committee
 A & A Art and Architecture Committee
 FDC Faculty Development Committee

3.32 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 are eligible for either position.

Members of the faculty are asked to express their choices preferentially on separate ballots for each position.

Since students are particularly concerned with the operation of the office of the Dean of Studies, their suggestions as to appropriate candidates are informally solicited.

Appointments are recommended to the Trustees by the President from among the first three faculty choices on each ballot. Appointments are 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 calls for a new faculty ballot.

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

3.4 Organization Of the Faculty

3.41 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 Assistants may attend without vote. In addition to the teaching faculty, administrative officers of the College are entitled to attend, the following officers having voting privileges:

- Dean of the Faculty
- Dean of Studies
- Director of Student Services
- Director of Admissions and Financial Aid
- Director of Management
- Director of College Relations
- Director of Public Relations
- Director of Capital Fund
- Librarian
- Assistant to the Dean of Studies

The Chair rules whether these administrators may vote on any particular issue, if the question arises. The teaching faculty may override the ruling of the Chair by majority vote.

Sixteen selected members of the student body also attend the faculty meeting, but without vote: eight from the Student Educational Policies Committee, and eight from the Student Council.

3.42 Faculty Committees, Elective

In order to play its essential role in the day to day conduct of College affairs, the faculty is organized into committees. The Faculty Personnel Committee, the Faculty Educational Policies Committee, the Personnel Review Committee, the Educational Counseling Committee, and the Faculty Salary Committee are elected from the faculty by preferential ballot; all others are appointive. The President is an ex officio member of all Committees, but does not vote.

3.421 Faculty Personnel Committee

The FPC meets regularly with the President to advise on personnel policies and on all decisions concerning reappointments to the faculty. In addition it consults and advises on faculty salary increases based on merit.

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. 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.

3.422 Faculty Educational Policies Committee

The FEPC is the policy formulating and review body of the faculty, 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 reviews all new or changed courses proposed by the divisions. Any member of the faculty wishing to put a proposal before the faculty should first put the item on the agenda of the FEPC.

The FEPC is made up of six members of the faculty, elected at large; the Dean of the Faculty and the Dean of Studies; and two students elected in September for a one-year term by the SEPC from its membership. All members of the faculty who are in at least their third year of service are eligible for election. Election of faculty members is for a two-year period, with three positions becoming vacant at the end of each academic year. The committee is chaired by the Dean of the Faculty.

3.423 Personnel Review Committee

The PRC is charged with hearing appeals from faculty members who have not been reappointed or have specific grievances concerning salary, assignment of teaching duties, assignment of space and other facilities, or on points of personal privilege. Documents announcing and supporting the argument of an appeal of an FPC decision must be presented to the PRC by the end of the third week of classes in the following term.

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, except members of the Faculty Personnel Committee.

3.424 Educational Counseling Committee

The ECC is composed of ten members of the faculty, one from each division (except that Literature and Languages and Social Sciences each have two), 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 sometimes 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 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 a degree; e) recommending the award of degrees upon the satisfactory completion of the College's requirements. Separate panels meeting to review individual student's programs or performance are chaired by the counselor of the student involved.

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

- (3.424) 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.

3.425 Faculty Salary Committee

Salary policy is determined by the Board of Trustees. While developing a salary policy recommendation to the Board, the President meets with the FSC. The FSC is charged with recommending to and negotiating general faculty salary policy with the President. The committee is made up of four members elected from the faculty at large for three-year terms. Members of the faculty who will be in at least their third year of service at the time of taking office are eligible for election.

3.43 Faculty Committees, Appointive

Each of the following committees is appointed by the Dean of the Faculty and has student members.

3.431 Admissions and Financial Aid Committee

Consults with and advises the Director of Admissions and Financial Aid on all matters of policy and individual questions regarding the admission of new students to the College. The committee develops financial aid policy, makes specific grant recommendations, handles appeals and reports to the faculty on problems and procedures relating to financial aid. Faculty appointments are for three-year terms. Seven faculty members serve on the committee, and the Associate Director of Admissions and the Assistant to the Dean of Studies are ex officio members. It is chaired by the Director of Admissions and Financial Aid.

3.432 Art and Architecture 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 Plant Management meets with the committee as an ex officio member.

3.433 Library Committee

Formulates acquisition and holdings policy and supervises the Librarian in the management of library services and resources. The committee includes four members of the faculty, with a chairman appointed from among them by the Dean of the Faculty, the Librarian, and four students selected by the Student Council. Members serve for two-year terms, with two retiring each year.

3.434 Non-Resident Term Committee

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

3.44 Faculty Committees, Ad Hoc and Other

3.441 Special Events Committee

A committee representing the College community which plans and schedules events such as lectures, symposiums, concerts, exhibits, festivals, etc., which are of general interest to the community. The committee may often cooperate with the faculty division in staging an event, but one of its specific functions is to bring to the College points of view in all fields which are not represented at the College.

The committee is composed of three members of the faculty appointed for indefinite terms; and three students, one of whom is the chairman of the Student Recreation Committee, the other two appointed by Student Council. The Director of Special Projects and the Director of Student Services are ex officio members.

3.442 VAPA Committee

A committee has been established to review space allocation and other problems that arise in coordinating the activities of the four academic divisions that share the Visual Arts and Performing Arts Building. The committee meets as needed, most often toward the beginning of academic terms, to discuss space problems that pertain to the term's activities. The committee also considers any matters associated with budget or staff that involve more than one division. Representatives are nominated for this committee from the Visual Arts, Dance, Drama and Music divisions. It is chaired by one of its own members, and the Technical Director for the Dance and Drama Divisions meets regularly with the committee.

3.443 Student Educational Policies Committee

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 SEPC is composed of 18 students, two representatives from each division (except Literature & Languages which elects an additional member for Languages), who are elected by the student majors and prospective majors in that division; an additional member is appointed by the Student Council. The SEPC elects a chairman and two representatives to the Faculty Educational Policies Committee from among its membership. Divisional representatives usually attend divisional faculty meetings, except when student plans or performance, or final personnel decisions, are being considered.

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 it. 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.

4.0 FACULTY RESPONSIBILITIES

4.1 Instruction

Faculty members are expected to meet, at the regularly scheduled time, all of their courses, laboratories and tutorials. They are expected to cooperate in good faith with class representatives of the Student Educational Policies Committee.

The instructor is expected to make course time available for SEPC election of a class representative, discussions and reports, with discussions held at least twice a term. Elections and discussions are conducted in the absence of the instructor. His responsibility toward the class EPC report is to receive it, discuss it with the class EPC 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.

Office hours during each week of term should be announced and kept.

If classes are to be cancelled because of illness, the appropriate divisional staff secretary should be notified so that a notice can be posted.

All other absences for whatever reason from classes or other obligations should be arranged beforehand with the Dean of the Faculty.

4.2 Counseling

The Office of the Dean of Studies assigns a number of students as counselees, usually nine or ten, to every full time faculty member. It is the responsibility of the counselor to be informed about and to assist with the educational progress of his counselees. It is the responsibility of each student to keep his counselor informed about the directions of his 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 counsel with the instructor of the tutorial. The tutor of individual tutorials and senior projects also normally serves as counselor.

A student normally has the same counselor for the academic year, but if for any reason a change of counselor seems advisable the Dean of Studies should be informed that a change is desirable.

Instructors are to be available every Wednesday during term from 2:00 to 3:00 p.m. to meet with their counselees. This "universal counseling hour" is arranged to insure that contact with the counselor is possible each week, and to make possible the scheduling of other counseling periods as necessary. The uses of the counseling period depend heavily on the student and his interests. Many students discuss ideas, thoughts, 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.

The Counselor chairs panels of the ECC meeting to review his counselees' plans or performance.

4.3 Faculty Meetings and Committee Service

All faculty members are expected to attend all faculty meetings and divisional meetings. The last faculty meeting of the year is the commencement ceremony. After their first year, faculty members are expected to be willing to serve on two faculty committees. A faculty member is not obliged to accept nomination to the Faculty Personnel Committee for a consecutive term.

4.4 Duration of Academic Year

There are two fourteen-week academic terms, each with a two day (Thursday-Friday or Monday-Tuesday) "long weekend" at mid-term. The terms are separated by a two week holiday and Non-Resident Term of nine weeks in winter, and a twelve week summer break. Faculty members have no usual academic responsibilities during the NRT or summer periods, but some committee and divisional business will inevitably have to be conducted during these periods; for example the interviewing of candidates for faculty positions and the reading of admissions folders.

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 first Faculty Meeting which marks the opening of term will be sent before the beginning of each term. This date is noted on the College Calendar.

5.0 DIVISIONAL PRACTICES

5.1 The Divisions

The academic divisions at Bennington College are: Black Music, Dance, Drama, Literature and Languages, Music, Science, Social Science and Visual Arts.

5.11 Meetings

Divisions meet regularly as required to discuss curriculum, student plans and performance, faculty recruitment, budget, and other divisional business. Minutes of action taken in meetings are kept in a permanent file, and copies are sent to the President and the Deans.

5.12 Divisional Secretaries

The faculty of each division elects from among its members a Divisional Secretary who normally serves for one year beginning July 1. The Secretary chairs division meetings and is responsible for liaison between the division and appropriate members of the administration on matters of faculty recruitment, sabbaticals, leaves, curriculum, student plans, budget, division-sponsored workshops, concerts, exhibits, etc., and divisional space and property.

5.13 Secretarial Assistance

The divisions have specifically designated staff secretarial assistance, available for divisional business but not for personal use. The offices are located as follows:

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

5.14 Faculty Offices

Faculty offices are assigned through the Dean of the Faculty's office. Any request for change should be made in writing before the end of the spring term. Faculty are notified of office assignments during 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.

5.15 Budgets and Property

Divisional operating budgets are presented annually by the Division Secretary to the Dean of the Faculty for review in March, portraying the instructional

- (5.15) needs of the Division for the following academic year. The division, through its Secretary, is responsible for maintaining expenditures 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 is maintained by the Division Secretary and reviewed periodically with the Director of Business and Finance.

5.16 Work Orders

Requests for any work to be done by Allied Maintenance require a work order to the Director of Plant Management.

5.17 Workshops, Lectures, Concerts, Exhibitions, etc.

Divisions are responsible for the organization and financing from their budget of such workshops, lectures, concerts, and exhibitions as they choose to sponsor. Scheduling should be arranged in advance and in writing with the public relations office for inclusion in the College Calendar. See sections 10 and 11.

5.18 Curriculum

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

All new or modified courses must be approved by the FEPC before being offered.

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

5.19 Teaching Assistants

Some divisions have teaching assistants who perform regular instructional functions at the College. 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 assistants are reviewed by the FEPC in May for the following academic year, and are included in the College budget as instructional expenses. Divisions requiring the services of teaching assistants present their requests to the FEPC by April 1, and FEPC will approve or disapprove such requests in the light of the overall needs and expenses of the College. In certain cases the FEPC may itself undertake to have the College contract the services of assistants in response to instructional needs not met by any of the divisions. In such cases, the assistant will be affiliated with one of the College divisions, as determined by the FEPC on the basis of the relationship of the subject or skill taught to the fields or disciplines represented by the division.

- (5.19) Teaching assistants are responsible to and supervised by a particular faculty member or division. They do not have full instructional responsibility for courses or tutorials, do not write comments, 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 participate in its meetings.

They are invited to participate in faculty meetings without vote, and are not eligible to serve on faculty committees.

6.0 GENERAL ACADEMIC PROCEDURES

6.1 Reports

6.11 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 academic transcript of record. Two copies are given to the counselor, one for personal use and one for the student. 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, as well as those outside the institution who have a need for a student's transcript. Students' folders may be perused in the reading room of the Dean's office, acquainting an instructor with students' background and performance, and providing the best indication for new instructors of the typical content of reports.

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

6.12 Counselors Reports

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

6.13 Non-Resident Term Reports

Early in the spring term the Non-Resident Term Office receives the evaluations of each student's work experience from the employer and the student. These are sent to the student's counselor who writes his own evaluation based on those reports and discussion with the student. The counselor's evaluation, like final reports, becomes part of the student's academic transcript of record.

6.14 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. Substitutions for work missed will be accepted only at the instructor's choice. 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.

6.2 Ratings

The only ratings that appear on an instructor's final reports are Passing, Not Passing, and To Be Completed.

- (6.2) A student may request, but may not elect, a TBC (To Be Completed) in a course which he is otherwise passing and in which, usually for medical 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 to the Dean of Studies. If a student fails to make up the work the record will show failure in that course. Occasionally, after consultation with the Dean of Studies, a faculty member may change a TBC to Incomplete.

Under exceptional circumstances, after conferring with the Dean of Studies at the times grades are turned in, an instructor may report an Incomplete 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. The only designation entered on these cards should be "P" or "NP."

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

6.3 Access to Records

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

6.4 Procedures Leading Toward Graduation

6.41 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 Educational Counseling Committee, which have to be fulfilled in order to graduate from the College. The following are the College-wide degree requirements currently in effect:

- a. That every student do work of at least one term's duration in four different divisions of the College during the first two years.
- b. That every student 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.

- (6.41) c. That no student be permitted to take more than 22 quarters in a single division. (No division is permitted to require more than 16 quarters.)

6.42 Tentative Plan

During the fourth term in college, after discussing the program with his counselor and the pertinent members of the division in which the student wishes to do major work, a student submits to the relevant division, and then to 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 and the ECC is necessary for continuation toward 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.

A student's plan for an interdivisional major must obtain individual faculty member sponsorship in the disciplines of concentration and ECC approval at the Tentative Plan stage.

6.43 Confirmation of Plan

During the sixth term in college a student will submit to the appropriate division, and then to the ECC, a request for Confirmation of 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 seventh term.

A student's Confirmation of Plan for an interdivisional major must (a) obtain sponsorship by two faculty members in each area of concentration and ECC approval at the Confirmation of Plan stage, and (b) project either a one-term senior project for each discipline or a one-year interdisciplinary senior project/thesis.

Approval of a Confirmation of Plan by a Division and/or the ECC guarantees that a satisfactory fulfillment of the program will lead to graduation.

6.44 REQUIREMENTS FOR MAJORS

All student programs must be considered by divisional faculties before action is taken on them by the Educational Counseling Committee. The usual requirements for major study are as follows:

6.441 BLACK MUSIC

No major is offered. Interested students may develop a program in Black Music as part of an Interdivisional Major under the aegis of the Educational Counseling Committee.

6.442

DANCE

Before Tentative Plan: The prospective major in Dance is expected to complete successfully four terms of work in the field, including performance, composition, stagecraft, and Music For the Dancer plus dance techniques.

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 their time in the field. In addition, a dance major will normally complete a year's study of music.

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

Requirements for Degree: Successful completion of work.

6.443

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 courses in the student's area of specialty which might for example be acting, design, playwriting, dramatic criticism, or directing. The plan should emphasize work in performance. Majors should plan to spend at least half their time in the field. The student must have demonstrated ability in his area of specialization, as well as willingness to cooperate effectively in group undertakings.

Confirmation of Plan: The student should present a statement explaining his 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 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.

6.444

LITERATURE AND LANGUAGES

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 terms' work and an indication of the kind of major project anticipated.

(6.444) Confirmation of Plan: The request for Confirmation of 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 Division 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 etc. A second language may be substituted for any of the latter.

As the curriculum 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 augment 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 Languages 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.

6.445 MUSIC

Before Tentative Plan: The required program for the first two years is a beginning course in original composition, such as Creating and Performing Music or its equivalent, followed by a class or tutorial in composing during the second year. All such courses must involve training in performance and ensemble playing as essential parts of their requirements. The Division at its option may elect to accept other studies during the first two years as equivalent to the above. During these two years a prospective major must have demonstrated musical ability and capacity both in performance and composing.

Tentative Plan: This plan should outline the student's program for advanced studies in the third and fourth year, and indicate whether advanced tutorials and studies preparatory to the senior project will be in composing, in performance, conducting, or some combination of these. The senior project should be described in as much detail as possible, and the emphasis of the project indicated, as for instance composing, vocal or instrumental performance.

Confirmation of Plan: Granted on successful completion of work to date as previously specified, and on the approval of a final plan in the event that it differs from the plan already submitted.

Requirements for Degree: Successful presentation of a senior recital in public, or other successful demonstration of advanced musical ability

- (6.445) acceptable to the division, plus satisfactory completion of all musical commitments as previously specified.

The Division expects a substantial representation of original work in composition in the senior project from candidates whose main emphasis is performance, and likewise a substantial representation in performance from candidates whose main emphasis is composing. The Division further recommends that one work in each senior project be conducted by the candidate. Upon proper advance notice, faculty and advanced students will make every effort to assist graduating seniors in the preparation and performance of their senior concerts.

6.446 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 the 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 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 16 term courses, deemed appropriate by the division is expected during the four years of college.

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

Requirements for Degree: Recommendation for the degree depends on successful completion of work taken in the division, as designated in the confirmed plan.

6.447 SOCIAL SCIENCE

The Social Science Division includes the disciplines of Anthropology, Early Childhood Studies, Economics, History, Philosophy, Politics and Psychology.

Tentative Plan: Students planning to do their major work in the social sciences should present a Tentative Plan for Advanced Work by the spring term of their sophomore year. It should propose a plan of study in the division (or, in some cases, a combination of that work with courses in another division) that leads the student to competent advanced work in the areas of his interest. In drafting the plan the student should seek the advice of faculty members in the areas of principal interest. Two of these will sit on the student's review committee; and the Division Secretary will appoint a third member. This committee will report to the division, and will reconvene later to consider the student's confirmation request.

(6.447) Confirmation of Plan: By the spring term of the junior year each student will present a Confirmation of Plan for Advanced Work. This request should indicate the student's capacity (through courses already taken and planned for the senior year, as well as NRT work-study) to work at an advanced level in courses and tutorials contributing to the areas of interest described in the Tentative Plan. Each student is also expected to design and carry out a senior project or thesis. The Confirmation of Plan should also include a description of the project or thesis and be supported by the proposed tutor or tutors. The plan must then be confirmed by the division. No later than two weeks before the end of the first term of the two-term senior project or thesis an outline of the work will be reviewed by the tutor and a reader assigned by the secretary of the division.

Requirements for Degree: Successful completion of the program outlined above and of the thesis or senior project. Generally, students doing major work in the social sciences should expect to take approximately half their courses and tutorials in the division, or in areas outside the division that relate to their plan.

6.448 VISUAL ARTS

Before Tentative Plan: Normally the prospective major in art will take Introduction to Studio Art (consisting of one term in 3-Dimensional studios, one term in 2-Dimensional 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, ability must have been demonstrated in at least two media. The student will be asked to submit examples of work for review by the art faculty during the 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 indicates courses to be taken in the fourth year, 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 the project undertaken in the advanced program.

6.449 INTERDIVISIONAL MAJOR

Following are the procedures for submission of Interdivisional Plans:

- a. A student wishing to present a plan, the two major fields of which are taught by two different divisions, should discuss the plan and what constitutes advanced work with a faculty member in each field. The standard for approval should be an ability to perform at an advanced level in the field, and approval of the plan by a faculty member would imply willingness to supervise the plan, including a senior project, through graduation.

- (6.449)
- b. If the plan proposes work that is interdisciplinary; that is, if the work proposed leads to a senior project that integrates work in the two fields, the two faculty members consulted would constitute the ad hoc committee to supervise the work through graduation. The plan would therefore have to specify the tentative nature of the senior project, and support the feasibility of the proposed integration. In this case, the Dean of Studies would appoint one of the two faculty members to exercise primary responsibility for supervision of the plan.
 - c. If the plan proposes unrelated advanced work in areas taught by two divisions, the student would be required to discuss and secure the approval of the Tentative Plan by one faculty member from each division. A second faculty member in each of the two areas would be required to approve the Confirmation of Plan, and would serve as reader or project consultant during the senior year. (In the case of one-person disciplines, this second person would be chosen from the parent division.) These four faculty members would constitute the ad hoc committee to supervise work through graduation. In this case, the Dean of Studies would appoint one of the four faculty members to exercise primary responsibility for supervision of the plan.
 - d. All plans approved by an ad hoc committee would be evaluated by the Educational Counseling Committee in terms of the balance and breadth of the overall program. The primary function of the ad hoc committee would be to monitor progress toward, and recommend final approval for, the degree in the areas of concentration.
 - c. A senior project would be required of all students pursuing interdivisional plans. In the case of interdisciplinary plans, this would involve one integrated project supervised by the two signers. In the case of interdivisional plans involving unrelated advanced work in two divisions, this would involve two separate projects, one in each area of concentration. The quantity of work presented for each would be approximately one-half that expected of students majoring solely in either division. Thus the project requirement, overall, is meant to be the quantitative equivalent of a divisional project, and not in any sense to represent the equivalent of a "double major."

Projects have traditionally involved, for example, a thesis or a show; but students may want to suggest other possibilities, such as the presentation of a seminar or a public lecture. The purpose in any case is to demonstrate the student's capacity to synthesize important aspects of experience in the field.

6.45 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 Division Secretary.

The division or supervising committee presents to the Dean of Studies 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

- (6.45) 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 FEPC upholds the ECC's decision not to recommend, the decision stands, the faculty minutes so record, and the student is informed of the action. If the FEPC 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.

6.46 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 faculty counselor, as reviewed by the NRT Director. When an NRT is regarded as non-passing the student, the counselor and the Dean of Studies are to be advised, and the matter will go to an ECC panel for consideration. Each NRT is to be entered on the student's transcript with the notation "P" or "NP."

Flexibility is to be maintained in regard to the way in which students spend the NRT, but students and counselors should be warned against the expectation that an NRT can routinely be spent on a senior project or thesis, and should expect instead that the senior project will normally be completed during two regular resident terms. Proposals for exceptions require the support of the tutor and the division and are subject to ECC review.

6.47 Completing Work for the Degree in absentia

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

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

Permission will be granted if the request is approved by the faculty of the student's major division and the Educational Counseling Committee. Applicants must satisfy the division and the committee that they are capable of independent work on an advanced level, and that their program elsewhere will have educational value approximately equivalent to what would otherwise have been undertaken 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 satisfactory completion of the agreed program to the division and the Educational Counseling Committee. A fee for this service will be charged by the Business Office.

- (6.47) If any part of the work, such as a senior project, requires the supervision of the counselor, an additional fee will be charged. In case of enrollment in an approved program of graduate studies in substitution for the fourth year at Bennington, the counselor's fee will be waived.

6.5 Academic Assistance

Academic assistance at Bennington is available through a variety of sources. Students are encouraged and expected to seek extra help from their instructors when needed. Almost every division has students in advanced levels of each discipline who can be called upon for tutoring beginning students. In addition, a non-credit course in expository writing can be arranged through the Dean of Studies Office.

6.6 Special Programs

6.61 Study At Other Institutions

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 a faculty member of the division in which major work is projected, and if appropriate with a language instructor, 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 the plan; (2) proficiency in the language of the country involved; (3) the degree to which the work planned abroad would satisfactorily replace the educational experience available at Bennington.

6.62 Bennington Abroad

Study abroad is facilitated by the "Bennington Abroad" program. Under this program a Bennington faculty member may take a number of students abroad for periods of a term or academic year. Faculty members are encouraged and invited to submit abroad proposals to the FEPC for approval, and students are expected to request ECC approval for participation in an abroad program. The specifics and formal arrangements for each abroad program are worked out with the Office of Special Projects and the Dean of Studies Office.

6.63 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 as with

- (6.63) 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 of a degree student.

Acceptance as a Special Student requires the approval of the Dean of Studies and the instructor(s) of the courses(s) in question. Fees are determined by the Business Office. Faculty spouses and full time employees of the College who are eligible to be special or matriculated students may attend one class each term, with the permission of the instructor, without payment of a fee.

6.64 Visiting Students

Bennington accepts a limited number of students enrolled for a degree at another institution as "visiting students." Such students will normally have completed two years at another institution, will have proposed a specific program of courses at Bennington, will have received approval for this program from their home institution and Bennington. Students accepted as visiting students are not required to submit "Plans", but are subject to ECC review. Fees charged are identical to those charged regularly enrolled students.

6.7 Plagiarism

Plagiarism means passing off as one's own the work of others. This practice is clearly contrary to the educational philosophy and aims of Bennington College. The incidence of deliberate plagiarism here is very low. Some students, however, enter college with no sense of the intellectual and moral implications of plagiarism; some, for instance, erroneously think a bibliography at the end of a paper is adequate acknowledgment for any degree of indebtedness and justifies paraphrasing or copying of material. Students who are in doubt about the nature and implications of plagiarism should discuss the problem with their instructors and counselors.

Instructors and counselors should give enough time and attention to the techniques of scholarship to insure that their students know the meaning of plagiarism.

Whenever plagiarism is discovered or suspected, the instructor speaks to the student, and unless he is satisfied that his suspicion is unfounded, reports the case to the Dean of Studies. Before deciding on further action, the instructor discusses the case at an ad hoc meeting with the counselor and the Dean of Studies. Procedures within the instructor's choice range from admonition and warning to expulsion from and/or failure in the course. If the ad hoc group considers more extreme action necessary, the case will be referred to a panel of the Educational Counseling Committee, which will act on behalf of the faculty and make a recommendation to the President. A record of cases reported and actions taken will be kept by the Dean of Studies.

6.8 Space and Scheduling of Classes

6.81 Place of Class Meetings

Courses are assigned to classrooms in accordance with estimated size and other factors, such as need for special facilities. An instructor whose class exceeds the capacity of the assigned room should see the Registrar immediately, so that a change in assignment can be made. To avoid conflicts, a change should not be made without consultation.

While some spaces (rooms, laboratories, studios) are assigned to some divisions for their instructional use, long-term allocation does not result in possession: all spaces belong to the College and any allocation may be changed to meet other needs, if this becomes necessary.

6.82 Time of Class Meetings

Most courses, particularly those principally for first- and second-year students, meet for two 80-minute periods. These are morning meetings on a Monday-Thursday or Tuesday-Friday 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.

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 classrooms 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, but other factors such as conflicts may outweigh them.

6.83 Instructional Equipment

All instructional equipment is, of course, the property of the College, assigned primarily for the use of a specific division or divisions.

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

Faculty who allow students the use of any College studio or equipment in the faculty member's absence during the summer or the NRT are responsible if loss or damage occurs as a result of their use, and are 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 also 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.

7.0 CONDITIONS OF EMPLOYMENT

7.1 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.

7.2 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.

7.3 Equal Opportunity Policy Statement

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

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

7.4 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 and the Faculty Educational Policies Committee. The choice of the divisional allocation of appointments or reappointments lies with the FEPC, which acts upon the recommendation of the President and the Dean of the Faculty, and in consultation with students or their representatives on the Student Educational Policies Committee.

7.41 The Appointment Process

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

a. Interviews of candidates are scheduled by the Dean's office in consultation with the teaching divisions. There should be time for the candidate to be seen by the two Deans and the President, as well as the various members of the division. Advance planning is necessary.

- (7.41) b. During the normal academic year, the divisional SEPC participates in interviewing candidates and gives its comments on them to the Division Secretary.
- c. The teaching division is responsible for recommending new appointments to the Dean of the Faculty and the President.
- d. The President, who may engage in such other consultation as may seem appropriate, then makes a 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.

7.411 Guidelines for Recruitment

Search Procedure:

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

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

- a. At least three letters of recommendation supporting the application. In the letters, the evaluation should pay special attention to: professional competence, teaching ability, 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.

Before His Visit to the campus, or immediately upon arrival, the candidate should be informed about:

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

7.412 Duration of Appointments and Standards of Reappointment

A candidate is normally asked to join the faculty for a three-year term. He is then considered for reappointment to a second three-year term, and then to a series of five-year terms with the presumption of tenure. Part time appointments will not ordinarily lead to consideration for presumption of tenure. They may be extended on a one, two or three year basis, and are indefinitely renewable after review. Faculty members who have been awarded tenure on a full time basis may, at their convenience and that of the College, reduce their commitments to a part time level or subsequently reestablish them, without affecting their presumptive tenure status. Exceptions to these norms 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 College will be well served during the period of the appointment. Five-year contracts are offered only where there is strong evidence that the candidate is likely to make a significant and substantial contribution to the College over the duration of his tenure. Every letter of appointment will state whether it is offered on a non-tenure basis or with a presumption of tenure.

7.42 The Reappointment Process and Review Procedure

All reappointments of non-tenured faculty members are made at the discretion of the College and cause need not be shown for the decision not to reappoint in these cases.

Faculty reappointments are made by the Board of Trustees upon the recommendation of the President of the College. That recommendation is made only after review by the Faculty Personnel Committee. The committee aims to arrive at a consensus on all decisions; however, a majority of its members constitute a deciding voice. In cases where the President contravenes a decision, he must announce this to the faculty prior to so informing the Board of Trustees.

Under normal conditions the Personnel Committee reviews a faculty member's cumulative performance during the year preceding the terminal year of a contract period, and makes a recommendation concerning reappointment. A faculty member being reviewed will be notified by letter from the Dean of the Faculty early in the appropriate term, announcing the review, explaining the procedure, and inviting the submission of any written documentation and/or personal statement that the faculty member might choose to provide for the Committee's consideration. Every faculty member being reviewed will be invited to meet with the Committee before a decision is reached. At such a meeting any areas of substantial concern must be raised. A faculty colleague may be brought to any meeting with members of the committee or administration, as academic advisor. The Committee may at its discretion interview any faculty member during the review process.

In reviewing faculty members for reappointment the FPC will consult the working colleagues of the faculty member concerned, including all members of his Division. This consultation takes the form of obtaining written comments in the following areas: a candidate's competence in his field, professional activity, and teaching ability; responsiveness to student needs and interests, and contribution to working committees and other aspects of community life are also taken into consideration. The Committee or the respondent may request an interview for clarification or elaboration of the written comments.

- (7.42) Serious consideration will be given to student judgment concerning teaching performance, and the FPC will institute procedures to solicit information in this regard. Individual students may also request the opportunity to present their views to a member of the FPC.

The decision of the Committee regarding reappointment shall be made known to the candidate for reappointment no later than twelve months before the termination of the current contract. Every candidate will be informed of the FPC decision by letter. If the decision is negative, he may then request a meeting with the Dean of the Faculty with one faculty member of the FPC present. At this meeting the Dean will explain as clearly as possible, consistent with the confidentiality of the review process, the procedures and methods through which the decision was reached. If the faculty member has presumptive tenure, the reasons for the negative decision will also be explained.

7.43 Presumptive Tenure

When a faculty member is offered his first five-year presumptive tenure 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 FPC, at which hearing the faculty member concerned is given the opportunity to hear and challenge the arguments against his reappointment.

7.44 Personnel Review Committee

A personnel Review Committee of three faculty members elected from the faculty at large has been 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 PRC also deals with grievances relating to the terms of the Affirmative Action Program.

In the case of grievances, the petitioner sets forth the nature of his grievance and the Committee decides whether or not to investigate. If, upon investigation, the Committee feels that there is some substance to the allegation, it seeks to bring about a settlement satisfactory to the parties involved. If such a settlement does not seem satisfactory or appropriate, the PRC reports its findings and recommendations to the petitioner, to the appropriate administrative officer and to the FPC, 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 PRC 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 PRC and that committee decides whether an investigation is warranted.

(7.44) If, after carrying out an investigation, the Committee feels that the allegations have substance, they make their recommendation to the FPC that it assess the case once again, this time correcting the inadequacies of its prior consideration. After such a review the decision of the FPC in the matter is final. In the case of alleged violations of academic freedom the function of the PRC 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.

7.45 Salary Policy

The annual faculty salary budget is determined by the Board of Trustees upon the recommendation of the President. The Faculty Salary Committee advises the President and the Dean of the Faculty on general salary levels, and on salary guidelines. 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 the Faculty feel that there is reason to offer a prospective salary which departs from the generally accepted norms, they will consult with the FPC before awarding that salary.

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

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

Salaries of teaching assistants will be determined by the President and Dean of the 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 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 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.

7.451 Payment of Salaries

Salaries are paid once a month on the 30th or, if that date falls on 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:

- (7.451) withholding and social security taxes, annuity and disability premiums (if participating) and hospitalization insurance. Rent for college-owned housing, for private telephones and for college garage space is also deducted from salary. All charges deducted are charges for the month for which the salary is paid, except the hospitalization premium, annuity and disability premiums, which are deducted in advance.

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

7.452 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 by the President. Advances are subject to the following conditions:

- a. No member of the faculty may have more than one salary advance in any six-month period (January-June and July-December).
- b. The amount of the advance is not to be more than one month's net pay or less than \$100.
- c. 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.

7.453 Loan Policy

A small fund exists from which loans may be arranged upon application to the Dean of the Faculty, and as funds are available. The terms include a rate of five percent interest on an annual basis, with repayment by payroll deduction. A loan, as contrasted with an advance, may be repaid over more than a one month period.

7.46 General Personnel Policy

In all other matters relating to faculty personnel policy, including among other things contract terms, work loads, awarding of 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 FPC. No substantive administrative decision affecting faculty is made except after consultation with the Faculty Personnel Committee.

7.5 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, from July 1-December 31 or January 1-June 30. Leaves are not counted toward the ten terms of teaching.

- (7.5) Faculty members entitled to sabbaticals are notified in writing by the Dean of the Faculty 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.

While on sabbatical, the obligations of faculty members 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 undesirable for more than one of them to be away during the same term.

7.6 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 FPC 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 in writing, 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 by FPC.

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 maintained.

The Dean of the Faculty will consult with the Division Secretary and other divisional members as appropriate concerning the impact of the projected leave on the division, and report to the FPC. If approved by FPC, 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.

- (7.6) 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.

7.7 Fringe Benefit Plans

7.71 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 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.

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.

7.72 Faculty Children College Support Plan

Full time faculty members and administrative officers are entitled to a grant of up to \$2,000 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 for each child toward the cost of 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 faculty member or administrative officer is entitled to a portion of such subsidy in the ratio of his part-time to full-time service subject to the same qualifications.

A copy of the bill should be sent to the Business Office each semester 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.

7.73 Insurance

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

- (7.73) A total disability insurance plan is also carried with the Teachers Insurance & Annuity Assn. 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.

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.

7.74 Housing Policy

About 50% of the teaching faculty live in College-owned housing. College-owned housing consists of houses, apartments, suites and single rooms. These are used to house as many of those instructors who request it as possible, but housing is not a responsibility of the College and 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 written approval of the College, and may be sublet, even with approval, only to others affiliated with the College.

7.741 Rental Policy

College rents are initially 25% below 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 been granted presumptive tenure will pay an annual increment of 5% in addition to ordinary increases. This increment will be added for each additional year he remains in College-owned housing until the rental and increment combined reach the equivalent commercial rent of the housing.

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

7.742 Housing Assignments

Annually 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. Size of family or other factors of need are taken into account. Anyone with extraordinary College responsibility may be assigned housing despite other claims of seniority.

7.743 Garages

There are a limited number of garages available for faculty members. An annual rental fee is charged, payable in monthly installments. Arrangements for renting garages should be made with the Business Office.

8.0 FACULTY GRANTS AND AWARDS

8.1 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 the routine 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.

8.2 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. 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.

8.3 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 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 should be made to the Dean of the Faculty by May 1 each year.

8.4 Outside Grants

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

9.0 LIBRARIES

9.1 Edward Clark Crossett Library

The collection of books and periodicals in the Bennington College Library is designed to serve the needs of students and faculty in courses, seminars, and group tutorials. An effort is also made to acquire titles for students who are engaged in independent research, especially if such material may later be generally useful.

Since the present library collection (76,000 volumes) approaches the capacity of the building, 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 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 other 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 use of inter-library loan privileges 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 since the interlibrary loan service is subject to delays and restrictions beyond the College's control. Also, although Bennington students and faculty may 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 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 division staff secretary who will forward them. The library provides special 3 x 5 request slips for this 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. The weekly list of new books provides notification of the arrival 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."

Placing a book on reserve for an entire semester is undesirable and often unnecessary. Space limitations and the nature of the book collection should

- (9.1) encourage faculty to place as few books on reserve as their teaching plans require. It may be helpful to limit circulation of some books to three days.

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

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

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

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

The Library is open 101 hours a week during the academic terms:

Monday through Thursday	9 a.m. to 12 midnight
Friday	9 a.m. to 10 p.m.
Saturday and Sunday	10 a.m. to 12 midnight

9.2 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 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 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.

10.0 MEETINGS AND SPECIAL EVENTS

10.1 Scheduling

All public events, including divisional workshops, are scheduled on a master calendar of events which is supervised by the secretary to the Director of Public Relations. Those wishing to schedule an event should come to Barn 8 to determine what days and times are available, and then request, in writing, to have the event entered on the calendar.

10.2 Space

Approval for the use of academic space for special events and meetings, including Barn 1 and Tishman Hall, is obtained from the Registrar if the space is needed during teaching hours (8:30 a.m. to 6:00 p.m. weekdays), or from the secretary to the Director of Public Relations if space is needed after 6:00 p.m. or on weekends.

10.3 Posters

Students are paid by the College to make posters from the budget of the Division sponsoring an event, and the Division must make all the arrangements. A list of poster makers is available from the Financial Aid Officer, Barn 26. A written request should be made to the poster maker. This insures proper copy information, and enables the student to get paid, since the request is turned in with his time sheet.

10.4 Recording and Projecting

Students can be employed to tape-record lectures and other campus events, or to run film projection equipment. A file of available students is kept by David Beach, Arts Center E214.

Publicity

Announcements regarding the College and College events are routinely handled by the Public Relations Office. Material prepared by the divisions sponsoring activities should be given to that office so they can be distributed to the media. At least one week's notice should be given before an event to allow time for preparation of the publicity. All publicity, unless otherwise specified, is sent to local newspapers and area radio stations.

11.0 DESIGN AND PUBLICATIONS

The College's Design and Publications Office publishes numerous magazines and descriptive brochures and supervises all college printing.

11.1 Printed Announcements and Programs

Consult the Publications Office for design ideas and information on graphic production and local printers. Rough cost estimates and printing specifications will be prepared once the press quantity and basic format are determined by the individual requiring the printed material. The cost of posters and programs is charged to the event's sponsor, its production budget or the division involved.

11.2 Photographs

The Publications Director is the college's photographer-of-record. To schedule photographs for publicity or record-keeping plan at least a week in advance and give the Publications Director some idea of the type of photography you require and the lighting conditions needed. A few publicity photos will be taken free of charge and distributed to the local media with your press release. Extra prints of these photos or pictures from an extensive shooting will be provided at a small cost.

11.3 Offset Press Work

Consult the Publications Director about press specifications for the college's own offset duplicator. Unlike mimeograph or spirit duplicators, this press will copy line artwork and heavy solids, and will duplicate letters and signatures cleanly. The press is ideal for programs, small flyers and direct mail material. To prepare press-ready copy correctly and to schedule paper and press time, speak to the Director or the head of Duplicating Services at least a week before the finished material is needed. Consider in advance the following drawbacks to this in-house press service: collating and stapling must still be done by hand; maximum press size is 11 x 14 inches; envelopes cannot be printed on the machine; if text is to be typeset, an outside typographer must be asked to set the copy with an appropriate addition to production time.

11.4 College Publications

Nearly all college publications are designed and produced by the Publications Office. Several are also edited by the Director. In addition to the publications listed below, the office is also responsible for numerous brochures designed to attract new students, donors and NRT employers. The publications described here are those to which any community member may contribute.

11.41 College Catalog

Published every year, it is available to students, faculty, administrators, alumni, trustees, friends of the college, schools, libraries and prospective students. It contains narrative descriptions of the college, its facilities and programs, admissions information, and a listing of courses offered as well as biographies of the faculty. Revisions and corrections are made through consultation with the Publications Office, the Admissions Office, and the Dean of the Faculty.

11.42 College Week

Distributed every Tuesday as a calendar of campus events, announcements and notices. It runs from Tuesday to Tuesday, and the deadline for copy to be turned in is noon on Friday at the Public Relations Office, Barn 8. Forms for notices will be available in all faculty secretaries' offices and at the Switchboard, as well as in Barn 8.

11.43 Quadrille Magazine

Published three times a year, in May, October and January, and distributed to all college constituencies with a circulation of approximately 12,000. It is edited and designed by the Publications Director. The magazine reports news of the campus and alumni and presents feature articles of particular interest to the college community. It is also used by the Admissions Office in describing the college to prospective students. Faculty and students are invited to submit story ideas, to alert the Director to newsworthy events, and to write and photograph for the magazine.

11.44 The Bennington Review

This tri-annual magazine features critical essays, poetry, fiction, art reproductions, photographs and reviews. With an editorial advisory board drawn from the Bennington faculty and the national arts community, the Review will cover adventurous new work in the arts and will establish a continuing dialogue with earlier and still vigorous traditions in art and thought. The magazine is edited through the Office of Special Projects; the Publications Director serves as art director and production manager. Issued in April, September and December, it is available by subscription or individual issue purchase.

11.45 Silo

Bennington's student-edited literary and arts magazine is published once a year and sold at a nominal price. Supervision of production and design is provided by the Publications Director. Contributions of prose, poetry, art, music and photography are sought from the entire community, and students are urged to apply for membership on the editorial board early in the fall term by speaking to the Publications Director.

11.46 Early Harvest

This literary magazine, edited by students, is published once a year in connection with Silo. Because of the expense of publishing and binding a magazine in a short press run, Early Harvest is printed on the college's own offset press and is made available for an extremely low price. As a complement to Silo, Early Harvest publishes only prose and poetry, appears the term before Silo, and may contain some material which will be reprinted in Silo the following term.

11.5 Galley

A Galley is a mimeographed announcement published when a member of the community wishes to express an opinion in writing on some issue of current concern. It has neither an editor nor an editorial policy, but should a Galley present the possibility of containing libelous material the Public Relations Office will call

- (11.5) this to the writer's attention. The original of the Galley must be clearly signed by the author(s), but the printed Galley can go out under a nom de plume if desired. All copy for Galleys should be left in the Galley Mailbox at the Switchboard, to be picked up by the student who is paid to type the stencil. The author(s) is responsible for distributing the paper.

11.6 Community Notice

A Community Notice is a mimeographed sheet which announces an event that, for some reason, could not be included in College Week. Such notices can be printed only in response to schedule changes or emergencies, and only if College Week cannot serve the purposes of the community. The person who wishes to make such an announcement must type the stencil and, after it has been run off in the Mimeo Room, distribute the finished notice to all mail boxes in the Post Office.

Ballots and Questionnaires are handled in the same manner as Community Notices. The name(s) of the author or sponsoring group must appear on all ballots or questionnaires.

12.0 GENERAL AND MISCELLANEOUS INFORMATION

12.1 Bookstore

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

12.2 Cashier's Office

12.21 Bills

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

12.22 Check Cashing Service

The Cashier's Office, in Barn 19, is open from 11:00-12:30 a.m. and 1:30-4:00 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.

12.3 Faculty Identification Cards

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

12.4 Keys

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

12.5 Maintenance and Repairs

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

12.6 Meals in Faculty Dining Room

When College is in session meals are served daily in the faculty dining room, which is located on the second floor of Commons. Breakfast is served from 8:00-9:00, Continental Breakfast 9:00-9:30, Lunch 12:00-1:30, Dinner 5:00-6:30 on weekdays. Saturday and Sunday: Continental Breakfast 10:00-11:00, Full Brunch 11:00-12:00, Continental 12:00-12:30, Dinner 4:30-5:30. 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.

- (12.6) Meal cards consisting of 30 punches are available at the Food Service: breakfast, 2 punches; lunch, 3 punches; dinner, 4 punches; special events, 6 punches. Lunch is provided free of charge to faculty members during the term.

12.61 Lounge

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

12.7 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.

12.8 Post Office/Switchboard

12.81 Mail Boxes

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

12.82 Telephone Service

The switchboard is open daily around the clock when College is in session. The Switchboard/Post Office Room is locked between 10 p.m. and 8 a.m. After 11 p.m. emergency calls only are handled. All personal long distance calls must be made through pay phones.

12.9 Student Help

All students who wish to earn extra money are registered in the Financial Aid Office, Barn 26. Requests for clerical or typing assistants should be made to the Financial Aid Officer.

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.

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