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VII

Bennington College
20 September 1971

Memo to Administrators and staff

from Peg Dowling



The College has decided to make clear their regulations regarding staff members taking courses. The attached should be added to the Personnel Policy Statement dated November 1, 1970.

Under special circumstances staff members are permitted to take courses at the College. The procedure is as follows:

1. Approval of the office director.
2. Approval of the instructor.
3. Approval of the Dean of Studies.
4. Compensatory time to be provided in return for released time.

Bennington College
20 September 1971

BENNINGTON COLLEGE

FACULTY HANDBOOK

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2.11 Standing Trustee Committees 1971-1972

Mrs. Emmet, Mr. Lindsay and Mrs. Mortimer will be ex officio members of all standing committees.

Executive

Mrs. Emmet, Chairman
 Mr. Lindsay, Vice-Chairman
 Mrs. Mortimer, Vice-Chairman
 Mr. Carter
 Miss Frankenthaler
 Mr. Heiskell
 Mr. Lazarus
 Mr. Lord
 Mrs. Meyer
 Dr. Morison
 Mrs. Nields

Budget

Mr. Lazarus, Chairman
 Mr. Iseman, Vice-Chairman
 Mr. Burkhardt
 Mrs. Cooke
 Mr. Emil
 Mrs. Keland
 Mrs. Schiffer
 Mrs. Sheldon
 Mr. Smith
 Miss Whiteley

Admissions and Financial Aid

Mrs. Murray, Chairman
 Miss Franck, Vice-Chairman
 Miss Kunstler
 Mrs. Sheldon
 Mr. Smith
 Miss Whiteley

Buildings and Grounds

Mrs. Meyer, Chairman
 Mr. Thornhill, Vice-Chairman
 Mr. Dickinson
 Mr. Ellison
 Mr. Golden
 Miss Kunstler
 Mrs. Murray

Alumni Relations

Mrs. Cooke, Chairman
 Mrs. Schiffer, Vice-Chairman
 Mrs. Ascher
 Mrs. Brown
 Mr. Lord
 Mrs. Meyer
 Mr. Thornhill

Community Life

Mr. Carter, Chairman
 Mrs. Nields, Vice-Chairman
 Mrs. Ascher
 Mrs. Brown
 Mr. Ford
 Miss Franck
 Miss Frankenthaler
 Mr. Heiskell
 Mr. Hoving
 *Mrs. Karp
 Mr. Lord
 Dr. Morison

Development

Mrs. Mortimer, Chairman
 Mrs. Keland, Co-Chairman
 Mrs. Ascher
 Mr. Dickinson
 Mr. Ellison
 Mr. Emil
 Mr. Hoving
 Mr. Heiskell
 Mr. Iseman
 *Mrs. Karp
 Mrs. Meyer
 Mrs. Nields
 Mrs. Schiffer
 Mrs. Sheldon
 Miss Whiteley
 **Mr. Newman

Finance

Mr. Lord, Chairman
 Mr. Smith, Vice-Chairman
 Mr. Carter
 Mr. Dickinson
 Mr. Emil
 Miss Frankenthaler
 Mr. Golden
 Mr. Iseman
 Mr. Lazarus
 *Mr. Falk

Educational Policies

Dr. Morison, Chairman
 Mr. Ford, Vice-Chairman
 Mrs. Brown
 Mr. Burkhardt
 Mr. Carter
 Mr. Ellison
 Miss Franck
 Mr. Golden
 Mr. Hoving
 *Mrs. Karp
 Miss Kunstler
 Mrs. Keland
 Mrs. Murray
 Mr. Thornhill

Nominating

Mr. Heiskell, Chairman
 Miss Frankenthaler, Vice-Chairman
 Mr. Burkhardt
 Mrs. Cook
 Mr. Ford
 Mr. Lazarus
 Dr. Morison
 Mrs. Nields

* As of December 17, 1971
 ** Non-trustee member

2.21 List of Administrators 1971 - 72

ACTING PRESIDENT: Donald R. Brown

DEAN OF FACULTY: Donald R. Brown

DEAN OF STUDIES: Richard C. Blake

Assistant to the Dean of Studies: Bruce J. Mikel
Registrar: Gertrude Syverstad

DIRECTOR OF ADMISSIONS: Jean S. Aldrich (Mrs. David)

Assistant Director: Muriel Rowe (Mrs. Leonard)
Assistant to the Director: Stephen L. Gessner

DIRECTOR OF ALUMNI SERVICES: Catherine Cumpston (Mrs. Edward)

DIRECTOR OF BUSINESS AND FINANCE: Robert F. Kolkebeck

Director of Physical Plant: James E. Martin
Superintendent of Buildings and Grounds: Murray McGuire
Director of Dining Halls: Joseph Parry

DIRECTOR OF DEVELOPMENT: Kendall Landis

Assistant Director of Development: Emily McGregor (Mrs.)
Assistant for Publications and Public Information: Alan Fortney
Assistant for the New York Office: Joan Wellington (Mrs. David)

DIRECTOR OF HEALTH SERVICES: Dorothy M. Hager, M.D. (Mrs. Oliver Durand)

Consulting Psychiatrist: James M. Toolan, M.D.
Psychiatric Counsellor: Mary Delia Flory (Mrs. Curtis)
Psychiatric Counsellor: Barbara Finlayson (Mrs. Malcolm)

DIRECTOR OF STUDENT SERVICES: Rebecca B. Stickney

Associate Director: Annette K. Shapiro (Mrs.)
Assistant to the Director: Alice Miller (Mrs.)
Assistant to the Director: Stephen L. Gessner

LIBRARIAN: Robert M. Agard

Assistant Librarian: Jane E. Rudd
Reference Circulation Librarian: Marie Schomaker (Mrs. John)

SECRETARY OF THE COLLEGE: Margaret P. Dowling (Mrs.)

2.33 List of Faculty and Administrative Members of Standing Committees - Fall Term - 1971

Admissions

Mrs. Aldrich, Chairman ex officio
 Mr. Rosen 12/71
 Mr. Kaplan 6/72
 Mr. Tristman 6/72
 Mr. Carini 6/73
 Mr. Nowak 6/73
 Mr. Schonbeck 6/73
 Mr. Wohnus 6/73
 Miss Schlabach 6/74
 Mr. Gessner, ex officio
 Mr. Mikel, ex officio

Educational Policies Committee

Mr. Brown, Chairman ex officio
 Mr. Brant 12/71
 Mr. Haas 12/71
 Mr. Flaccus 6/72
 Mr. Kaplan 6/72
 Mrs. Kirkpatrick 12/72
 Mr. Ricks 12/72
 Mr. Pearson 6/73
 Mr. Scott 6/73
 Mr. Blake, ex officio
 Mrs. Dowling, ex officio

Art & Architecture

Mr. Ricks, Chairman
 Mr. Flaccus
 Mr. Moore
 Mr. Rosen
 Mr. Williams
 Mr. Wohnus
 Mrs. Dowling, ex officio
 Mr. Martin, ex officio
 Mrs. Smith, ex officio
 Miss Stickney, ex officio

Faculty Personnel

Mr. Rowe 12/71
 To be elected 12/72
 Mr. Nowak 12/73
 Mr. Brown, ex officio

Financial Aid

Miss Stickney, Chairman ex officio
 Mr. van der Linde 6/71
 Miss Fine 6/72
 Mr. Blake, ex officio
 Mr. Kolkebeck, ex officio

Committee on Interdivisional Majors

Mrs. Shepela, Chairman
 Mr. Eskin
 Miss Hasenclever
 Mr. Kerry
 Mr. Schonbeck
 Mr. Scott
 Mr. Supowit
 Mrs. Tarnay
 Mr. Wofford

Library Advising Committee

Mr. Cornwell 6/72
 Mr. Ricks 6/72
 Mr. Tristman 6/73
 Mr. Wofford 6/73

Educational Counseling Committee

Mr. Blake, Chairman ex officio
 Mr. Breslow 12/72
 Mr. Cornwell 12/72
 Mr. Rosen 12/72
 Mr. Feinman 12/73
 Miss Fine 12/73
 Mr. Pearson 12/73
 Mr. Guy 12/74
 Mrs. Kirkpatrick 12/74

2.35 Faculty and Administrative Members of Joint Committees -
Fall Term - 1971

Constitutional Council

Miss Schlabach	12/71
Mr. Kolkebeck	12/71
Mr. Ricks	6/72
Mrs. Dowling	6/72
Mrs. Aldrich	12/72
Mr. Scott	12/72

Non-Resident Term

Mrs. Shapiro, Chairman	<u>ex officio</u>
Mr. Lyons	6/72
Miss Fine	6/73
Mrs. Shepela	6/74
Mr. Blake,	<u>ex officio</u>

Development

Mr. Landis, Chairman ex officio
Mr. Nowak
Mr. Belitt
Mr. Rowe
Mr. van der Linde

Special Events Committee

Mr. Delbancq, Chairman
Mr. Calabro
Mr. Harris
Mr. Kerry

Judicial

Mr. Carini, Faculty Advisor

Judicial Review

To be elected by students
To be elected by students
Miss Stickney, ex officio

2.36 List of Faculty-Fall Term 1971

ADAMS, Pat	Visual Arts	LACKOWSKI, Peter	Soc. Science
AEBERSOLD, Dennis	Science	LYON, Irving	Science
*BAKER, Frank	Music	*MALAMUD, Bernard	Lit. & Lang.
BECKER, Stephen	Lit. & Lang.	MALLOW, Barbara	Music
BELITT, Ben	Lit. & Lang.	MAXWELL, Carla	Dance
BLAKE, Richard	Soc. Science	MIKEL, Bruce	Lit. & Lang.
BRANT, Henry	Music	MOORE, Jack	Dance
BRESLOW, Maurice	Drama	NOWAK, Lionel	Music
BROWN, Craig	Soc. Science	PACHMAN, Maurice	Music
BYROM, Bill	Lit. & Lang.	PEARSON, Harry	Soc. Science
CALABRO, Louis	Music	PERLMAN, Joel L.	Visual Arts
CARINI, Louis	Soc. Science	PICCO, Ulises R.	Lit. & Lang.
CHEUSE, Alan	Lit. & Lang.	RICKS, Arnold	Soc. Science
COBURN, E. Robert	Science	ROSEN, Stanley	Visual Arts
COHEN, Ronald	Soc. Science	ROWE, Leonard	Soc. Science
COLTON, Judith	Visual Arts	SANDY, Stephen	Lit. & Lang.
CORNWELL, Robert G.	Science	SCHLABACH, Anne	Soc. Science
DEGAETANI, Jan	Music	SCHONBECK, Gunnar	Music
DELBANCO, Nicholas	Lit. & Lang.	SCOTT, Wallace	Soc. Science
DIXON-STOWELL, B.	Drama	SHEPELA, Sharon T.	Soc. Science
DUNN, Judith	Dance	SMITH, Barbara	Lit. & Lang.
ESKIN, Stanley	Lit. & Lang.	STANDISH, Thomas	Soc. Science
FLACCUS, Edward	Science	SUPOWIT, Lee J.	Science
FEINMAN, Alvin	Lit. & Lang.	*TILLIM, Sidney	Visual Arts
FINE, Vivian	Music	TRISTMAN, Richard	Lit. & Lang.
*FREDERICKS, Claude	Lit. & Lang.	van der LINDE, R.H.	Science
GARRISON, James	Interdivisional	WELTER, Rush	Soc. Science
GLAUDINI, Robert	Drama	WILLIAMS, Roger	Visual Arts
GLICK, Jacob	Music	WITKIN, Isaac	Visual Arts
GUY, Georges	Lit. & Lang.	WITTMAN, Josef	Dance
HAAS, Richard	Visual Arts	WITTMAN, Martha	Dance
HARRIS, Steven	Soc. Science	WOFFORD, Philip	Visual Arts
HASENCLEVER, Irene	Lit. & Lang.	WOHNUS, John F.	Science
HENRY, Carol	Dance		
HORWITZ, Martin	Lit. & Lang.		
KAPLAN, Harold	Lit. & Lang.		
KAPLAN, Isabelle	Lit. & Lang.		
KENSINGER, Kenneth	Soc. Science		
KERRY, Richard	Drama & Dance		
KIRKPATRICK, Joanna	Soc. Science		

* on leave or sabbatical

3. FACULTY RESPONSIBILITIES

3.1 Instruction

Faculty members are expected to meet at the regularly scheduled time all of the courses and tutorials they have contracted to teach. Office hours during each week of term should be announced and kept. If classes are to be cancelled because of illness, the appropriate faculty secretary should be notified so that students in that class can be told. All other absences for whatever reason should be arranged beforehand with the Dean of the Faculty.

With Bennington's system of making decisions about students' progress through the College, it is essential that all instructors' written reports and grades be in the Dean of Studies' Office at the appointed time.

3.2 Counseling

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

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

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

Instructors have a regularly scheduled hour when they are available to their counselees and during which arrangements may be made for further meetings when warranted.

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

3.3 Faculty Meetings and Committee Service

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

Student Educational Policies Committee: The responsibility for holding elections of SEPC representatives in courses, holding class SEPC meetings and writing SEPC reports for courses is that of the students and their SEPC representatives. The instructor is expected, however, to make course time available for these activities. His responsibility toward the class EPC report is to receive it, discuss it with the class SEPC representative and, if it seems useful or appropriate, with the class. The essential purpose of the SEPC in the classroom is to introduce a meaningful dialogue between students and instructors over the content, aims and method of instruction in courses.

3.4 Duration of Academic Year

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

5.13 Non-Resident Term Reports

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

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

5.14 Reports on Class Attendance

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

5.2 Ratings and Grades

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

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

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

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

At the end of each term instructors receive grade cards for each student on which a letter grade* for the work of the term is entered. If a student requested at the time of her registration to receive a Pass-Fail designation only (FEPC - 11 Nov. 1970, Faculty - 18 Nov. 1970), the card will be stamped "Pass-Fail only", and this grade will appear on their transcripts. Grades, for those who desire them, are accessible to the student through the Dean of Studies Office at the beginning of the junior year, but students will continue to have accessible their cumulative average at any time.

*A+ through D- are considered passing grades, and F a failure.

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

5.3 Procedures Leading Toward Graduation

5.31 Program Planning

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

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

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

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

5.5 Special Students

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

Acceptance as a Special Student requires the approval of the Dean of Studies and the instructor(s) of the course(s) in question. In 1971-72 they will be billed \$600 per course per term (or \$300 per term for auditing). Faculty spouses who are eligible to be special or matriculated students may attend classes without payment of fees.

Only permanent local residents who require college level courses for professional purposes and whose work and familial situation makes it impossible for them to obtain such training elsewhere are accepted as Special Students. Special Students may not participate in SEPC elections or discussions of educational policy. In all cases, priority of faculty attention should be given to matriculated students.

5.6 Plagiarism

Plagiarism means the 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 not high. Some students, however, enter college with no sense of the intellectual and moral implications of plagiarism; some, for instance, erroneously think

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

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

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

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

5.73 Instructional Equipment

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

Occasionally the College is asked to lend equipment to outside organizations. Such a request should be referred to the Secretary of the College, who will consult with the proper division.

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

5.74 Faculty Offices

Faculty offices are assigned by the Secretary of the College, to whom any request for change should be made. 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.

Some faculty members 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.

Sept. 1971 revision

11. GENERAL AND MISCELLANEOUS INFORMATION:

BILLS

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

CHECK CASHING SERVICE

The Cashier's Office is located in Barn #19 and is open from 11 - 1, 2 - 4 daily except Saturday and Sunday. Personal checks (not checks drawn to Bennington College) may be cashed in amounts to \$25.00, which is the limit per person per day.

COOPERATIVE STORE

A Cooperative Store is maintained on campus to provide the community with books, supplies and sundries. Membership to the store is open to the faculty, staff, students and employees upon payment of \$10.00, refundable when the member leaves the community permanently. Surplus earnings are distributed to members in the form of rebates on purchases. All sales are on a cash basis. Faculty members receive 10% discount on books. Store hours are 9:00 a.m. to 5 00 p.m. Monday through Friday. Saturday hours are 2:00 p.m. to 4:00 p.m. and Sunday 7:00 p.m. to 9:00 p.m.

EMERGENCIES

In case of emergency, day or night, dial Operator.

EXPENSE ACCOUNTS

Expenditures by faculty members for which reimbursement will be requested, such as official traveling expenses, should have the prior authorization of the President or the Dean of the Faculty.

GARAGES

There are a limited number of garages available for faculty members. The rental charged is \$60.00 per year, payable in monthly installments. Arrangements for renting garages should be made with the Director of Business and Finance's secretary.

THE MARTIN FOUNDATION

By arrangement with the Martin Foundation, Bennington College maintains a New York Office at 26 West 56th Street.

This Office is basically a branch of the Development Office. It is also used by Trustee and Alumni Committees for meetings, and occasionally is the center for larger College gatherings.

Members of the College Community can use the Office for its information Service and as a convenient place to meet friends in New York.

MEALS IN FACULTY DINING ROOM

When College is in session meals are served daily in the faculty dining room, which is located on the second floor of Commons Building. Breakfast is served from 8:00 to 8:30, lunch from 12:30 to 1:30, and dinner from 6:30 to 6:45 on weekdays. On Sundays there are two meals: breakfast at 10:30 and dinner at 4:30. All meals are served cafeteria style.

Members of the faculty and staff may purchase meal cards for their own use at the Comptroller's office for \$10.00, at a 15¢ discount per ticket, equivalent to 20 tickets. For their guests, including members of their families, they should purchase meal tickets at the Switchboard at a cost of 65¢ per ticket. Breakfast costs one ticket, lunch two, and dinner three tickets.

NEWSPAPERS

Subscriptions for The New York Times can be obtained through student agents. Announcements regarding these arrangements will be posted on the bulletin boards.

POST OFFICE

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

SALARIES

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

If desired, and upon notice to the Director of Business and Finance, salary checks will be deposited directly to the faculty member's account in the Catamount Bank of North Bennington.

SECRETARIAL SERVICE

There are three faculty secretaries for social science, literature, drama and visual arts faculties; the offices are in the Barn. The office of the secretary for music is in Jennings Hall and the secretary for dance is in North Suites. The office of the secretary for science is in Dickinson. Faculty secretarial assistance may not be used by faculty members for personal work.

STUDENT HELP

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

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

STUDENT RECORDS

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

TAXI SERVICE

Taxis run on a regular schedule between the College and the village of Bennington. The charge is 25¢ per trip per passenger and payment is made to the driver. Schedules of trips are posted on the bulletin boards.

TELEPHONE SERVICE

The switchboard is open daily from 7 a.m. to 11 p.m. when College is in session. Otherwise there is no telephone service, but emergency calls are handled by the Night Watchman who may be reached by dialing "Operator" from 11 p.m. to 7 a.m.

Faculty members living in Cricket Hill and Jennings who have home telephones connected with the College switchboard are charged \$2.50 per month for this service and must place all local as well as long distance calls through the switchboard.

Fall Term

Friday	September 10	New students' appointments with counselors, 9:30 AM - 1:00 PM
Saturday	September 11	Registration for new and reentering students (those students who were away at least one term), 9:00 AM - 12:30 PM. Registration for returning students (those at Bennington last term) 2:00 PM - 4:00 PM.
Monday	September 13	Classes begin, 8:30 AM.
Friday	October 29	Long Weekend begins at 1:00 PM.
Wednesday	November 3	Classes resume, 8:30 AM.
Thursday	November 25	Thanksgiving vacation begins, 8:30 AM.
Monday	November 29	Classes resume, 8:30 AM.
Friday	December 17	Last day of classes, all student work due.
Wednesday	December 22	Final reports due at 9:00 AM. Final ECC panel meetings will be held on Wednesday through Friday, December 22 - 24. All faculty members must be available through Friday.

Non-Resident Term

Monday, January 3 through Friday, March 3 (9 weeks)

Spring Term

Sunday	March 5	New students arrive
Monday	March 6	New students' appointments with counselors, 9:00 AM - 1:00 PM.
Tuesday	March 7	Registration for new and reentering students (those students who were away at least one term), 9:00 AM - 12:30 PM. Registration for returning students (those at Bennington last term) 2:00 PM - 4:00 PM.
Wednesday	March 8	Classes begin, 8:30 AM.
Wednesday	April 26	Long Weekend begins at 1:00 PM.
Monday	May 1	Classes resume, 8:30 AM.
Monday	June 12	Final reports on graduating seniors due at 5:00 PM.
Wednesday	June 14	Classes end, 1:00 PM.
Saturday	June 17	Commencement
Wednesday	June 21	Final reports on all other than graduating seniors due at 10:00 AM. All faculty members must be available for panel meetings after final reports are due.
Monday	September 11, 1972	Classes begin 8:30 AM

BENNINGTON COLLEGE

FACULTY HANDBOOK

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1. 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;
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.

2. ORGANIZATION

2.1 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.

2.11 Standing Trustee Committees 1970 - 1971

Mrs. Emmet, Mr. Lindsey and Mrs. Mortimer will be ex-officio members of all standing committees.

Executive

Mrs. Emmet, Chairman
 Mr. Lindsay, Vice Chairman
 Mrs. Mortimer, Vice Chairman
 Mr. Carter
 Mr. Dollard
 Mrs. Hambleton
 Mr. Heiskell
 Mr. Lazarus
 Mr. Lord
 Mrs. Meyer
 Dr. Morison
 Mrs. Motherwell
 Mrs. Nields

Budget

Mr. Lazarus, Chairman
 Mr. Iseman, Vice Chairman
 Mrs. Brown
 Mr. Dollard
 Mrs. Harte
 Mrs. Keland
 Mrs. Schiffer
 Mrs. Sheldon

Admissions and Financial Aid

Mrs. Hambleton, Chairman
 Mrs. Murray, Vice Chairman
 Mr. Ellison
 Miss Franck
 Dr. Morison
 Mrs. Sheldon
 Mr. Smith
 Miss Whiteley

Buildings and Grounds

Mr. Dollard, Chairman
 Mrs. Welch, Vice Chairman
 Mr. Dickinson
 Mr. Ford
 Miss Franck
 Mrs. Harte
 Mrs. Meyer
 Mrs. Motherwell
 Mr. Thornhill

Alumni Relations

Mrs. Cooke, Chairman
 Mrs. Schiffer, Vice Chairman
 Mrs. Ascher
 Mrs. Brown
 Mr. Lord
 Mrs. Meyer
 Mr. Thornhill
 Mrs. Welch
 Miss Whiteley

Community Life

Mr. Carter, Chairman
 Mrs. Nields, Vice Chairman
 Mrs. Ascher
 Mrs. Brown
 Mr. Ford
 Miss Franck
 Mrs. Hambleton
 Mr. Heiskell
 Mr. Lazarus
 Mr. Lord
 Mrs. Welch

Development

Mrs. Mortimer, Chairman
 Mrs. Keland, Co-Chairman
 Mrs. Ascher
 Mrs. Cooke
 Mr. Dickinson
 Mr. Dollard
 Mr. Ellison
 Mr. Emil
 Mr. Heiskell
 Mr. Iseman
 Mrs. Meyer
 Mrs. Murray
 Mrs. Nields
 Mrs. Schiffer
 Mrs. Welch
 Miss Whiteley
 *Mr. Newman

Finance

Mr. Lord, Chairman
 Mr. Smith, Vice Chairman
 Mr. Carter
 Mr. Dickinson
 Mr. Emil
 Mr. Iseman
 Mr. Lazarus
 Mrs. Motherwell
 *Mr. Falk
 *Mr. Ruebhausen

Educational Policies

Dr. Morison, Chairman
 Mr. Ford, Vice Chairman
 Mr. Carter
 Mr. Ellison
 Mrs. Hambleton
 Mrs. Harte
 Mrs. Keland
 Mrs. Murray
 Mr. Thornhill

Nominating

Mr. Heiskell, Chairman
 Mrs. Motherwell, Vice Chairman
 Mrs. Cooke
 Mr. Emil
 Dr. Morison
 Mrs. Sheldon
 Mr. Smith

* Non-Trustee Members

2.2 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 as well as its administration in all matters 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 and the nursery school, preparation of the agenda for Faculty Educational Policies Committee and faculty meetings, etc. (See 2.22 for procedure for appointing the Dean.)

Dean of Studies: Responsible to the President for the formulation of policy and its administration in all matters relating to student study including preparation of course materials, establishment and operation of Educational Counseling Committee panels, the academic calendar, course schedules, assignment of academic space, student counseling and advising, registration for courses, student records and transcripts. (See 2.22 for procedure for appointing the Dean.)

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

Director of Alumni Services Office: Responsible to the President for maintaining the Alumni services program and for conducting, in association with the Director of Development, the Annual Alumni Fund program. Also responsible for arrangements for Commencement.

Director of Business and Finance: Responsible to the President for the formulation of policy and its administration in all matters relating to the financial and legal affairs of the College, College staff, the financial aspects of the operation and maintenance of the physical plant, including the post office, dining halls and student houses. Among the Business Manager's specific responsibilities are the following: At the direction of the Board of Trustees, investment and expenditure of College funds; receipt, disbursement of and accounting for all College funds; supervision of College contracts, real estate and mortgage transactions; preparation of payroll for faculty as well as other College personnel; administration of the College budget; financing, purchase, maintenance and insurance of plant, equipment and supplies; hiring and supervision of secretarial and clerical, dining hall and physical plant staff, including liaison with the college trade union, management of the post office; financial control of all government, foundation and private restricted funds; coordination and administration of all summer programs; financial liaison with the cooperative bookstore and the nursery; provision of keys and clerical supplies, etc.

Director of Development: Responsible to the President for planning and administering the development of the College's educational program and physical facilities through fund raising and public information programs. Among the Director's specific responsibilities are the following: supervision of all College publications and of all College information services; scheduling of, and arrangements for all College-sponsored public occasions, such as special convocations, etc; maintenance of giving records; management of all College duplication services; supervision over and coordination of all foundation and government programs and proposals; management of the annual and capital fund raising programs; management of the College's New York Office, etc.

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

Director of the Student Services Office: Responsible to the President for serving all student extra-curricular needs and constantly seeking to improve the quality of life on campus. Among the office's more specific responsibilities are the following: the NRT program; student housing and food services; liaison with student organizations; post-graduate planning; financial aid; the non-academic College calendar; student employment; voluntary social service programs; summer schools and extra-curricular programs.

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

Secretary of the College: Responsible to the President and the Dean of the Faculty for matters relating to the College, the Trustees and the Faculty, including agendas and minutes of various committees, the full faculty and the Board; faculty housing and offices; College-wide reports and questionnaires. Also responsible with the Director of Business and Finance for staff personnel.

2.21 List of Administrators 1970 - 71

PRESIDENT: Edward J. Bloustein

DEAN OF FACULTY: Donald R. Brown

DEAN OF STUDIES: Richard C. Blake

Assistant to the Dean of Studies: Bruce J. Mikel
Registrar Gertrude Syverstad

DIRECTOR OF ADMISSIONS: Jean S. Aldrich (Mrs. David)

Assistant Director: Stephen L. Gessner

DIRECTOR OF ALUMNI SERVICES: Catherine Cumpston (Mrs. Edward)

DIRECTOR OF BUSINESS AND FINANCE: Robert F. Kolkebeck

Director of Physical Plant: James E. Martin
Superintendent of Buildings and Grounds: Murray McGuire
Director of Dining Halls: Joseph Parry

DIRECTOR OF DEVELOPMENT Kendall Landis

Assistant Director of Development: Emily McGregor (Mrs.)
Assistant for Publications and Public Information: To be appointed
Assistant for the New York Office: Joan Wellington (Mrs. David)

DIRECTOR OF HEALTH SERVICES: Dorothy M. Hager, M.D. (Mrs. Oliver Durand)

Consulting Psychiatrist: James M. Toolan, M.D.
Psychiatric Counsellor: Mary Delia Flory (Mrs. Curtis)
Psychiatric Counsellor: Barbara Finlayson (Mrs. Malcolm)

DIRECTOR OF STUDENT SERVICES: Rebecca B. Stickney

Associate Director: Annette K. Shapiro (Mrs.)
Assistant to Director: Alice Miller (Mrs.)

LIBRARIAN: Robert M. Agard

Assistant Librarian: Jane E. Rudd
Reference Circulation Librarian: Marie Schomaker (Mrs. John)

SECRETARY OF THE COLLEGE: Margaret P. Dowling (Mrs.)

2.22 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:

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

Faculty members who are in at least their third year of service at the time of taking office will be eligible for either position. Their names will be placed on both ballots. Sabbaticals and leaves should not influence a faculty member's choice in the balloting; they will be taken into account in the later steps of the procedure.

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

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

2.23 Appointment and Review Procedures for Administrators

Upon recommendation of the President, members of the administration are appointed by the Trustees for an indefinite period. Their service may be reviewed at any time, but review is regularly made at the end of each of the first two years, at the end of the fifth year, and every five years thereafter. The review of those appointments listed below is regularly made by the Faculty Personnel Committee:

- Director of Admissions
- Director of Alumni Services
- Director of Business and Finance
- Director of Development
- Director of Health Services
- Director of Student Services
- Librarian
- Secretary of the College

2.3 Organization of the Faculty

2.31 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 members of the faculty are obliged to attend.

In addition to the teaching faculty, those administrative officers of the College who are reviewed by the Faculty Personnel Committee are entitled to attend faculty meetings. Additional administrators may also be invited to attend a meeting should an agenda item make their presence appropriate. Those administrators regularly attending faculty meetings are:

Director of Admissions
Director of Alumni Services
Director of Business and Finance
Director of Development
Director of Health Services
Librarian
Secretary of the College

On any question before the faculty the chairman will rule whether the vote will include:

- a. teaching faculty members.
- b. members of the administration reviewed by the FPC (if any of those are also regular members of the teaching faculty, their vote is so counted).

Teaching assistants and associates, assistants to heads of offices and office personnel are appointed by the President and do not have faculty status.

2.32 Faculty Committees

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

Elective Committees

Educational Counseling Committee:

The Educational Counseling Committee is composed of eight members of the faculty, one from each division elected by the faculty at large, with the Dean of Studies serving as ex officio member and as chairman. Elections are for a three-year term and are staggered so that two and in some years three new members are elected each year. After serving a three-year term, a committee member may request that he be ineligible for reelection until two years have elapsed.

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

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

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

Faculty Educational Policies Committee:

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

The FEPC is made up of eight elected members of the faculty constituted as follows: one member to represent the three Performing Arts Divisions; one member from each of the other four divisions; and three members elected from the faculty at large. All members of the faculty who are in at least their third year of service are eligible for election to the FEPC. Election is for a two-year period, with two positions becoming vacant at the end of each academic term. The Dean of the Faculty, the Dean of Studies and the Secretary of the College are ex officio members, and the committee is chaired by the Dean of the Faculty. Two SEPC representatives elected by them are invited to attend meetings of the FEPC.

Faculty Personnel Committee:

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

The FPC is made up of three members elected from the faculty at large. The Dean of the Faculty is an ex officio member and the President 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. Those members of the administration who are reviewed by the Faculty Personnel Committee are entitled to vote on the ballot for that committee and are eligible for election to it under the same terms as teaching faculty members. (See 2.24)

Appointive Committees:

Admissions

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

Art and Architecture:

This committee advises the Trustees and the President on all matters relating to College architecture, architects, general maintenance, the design and siting of buildings, and the landscaping of College property. It is composed of eight members, including the chairman, appointed from the faculty for indefinite terms. The Director of Physical Plant also serves on this committee as an ex officio member.

Financial Aid:

The committee is composed of two members of the faculty, the Dean of Studies and the Director of Business and Finance serving ex officio and is chaired by the Director of Student Services Office. The committee develops financial aid policy, makes specific grant recommendations and reports to the faculty on problems and procedures relating to financial aid. Faculty appointments are for three-year terms.

Library Advisory Committee:

This committee advises the Librarian on balancing and strengthening the collection, on policies affecting library service, library resources, and on such other matters as the Librarian may refer to the committee. The committee assures the responsibility of the faculty as a whole and of the divisions for advising the Librarian on the status of the collection.

The committee is composed of four members of the faculty who will designate their chairman. Members serve for two-year terms, two retiring each year.

2.33 List of Faculty and Administrative Members of Standing Committees - Spring Term - 1971

1 Admissions

Mrs. Aldrich, Chairman ex officio
 Mr. Rosen 6/71
 Mr. Kaplan 6/72
 Mr. Tristman 6/72
 Mr. Carini 6/73
 Mr. Nowak 6/73
 Mr. Rowe 6/73
 Mr. Schonbeck 6/73
 Mr. Gessner, ex officio
 Mr. Mikel, ex officio

5 Educational Policies Committee

Mr. Brown, Chairman ex officio
 Miss Dunn 6/71
 To be elected *Guy* 6/71
 Mr. Brant 12/71
 [Mr. Tillim] *Haas* 12/71
 Mr. Flaccus 6/72
 Mr. Kaplan 6/72
 Mrs. Kirkpatrick 12/72
 Mr. Ricks 12/72
 Mr. Blake, ex officio
 Mrs. Dowling, ex officio

Pearson
Scott

2 Art & Architecture

Mr. Ricks, Chairman
 Mr. Flaccus
 Mr. Moore
 Mr. Rosen
 Mr. Williams
 Mr. Wohnus
 Mrs. Dowling, ex officio
 Mr. Martin, ex officio
 Mr. Smith, ex officio
 Miss Stickney, ex officio

6 Faculty Personnel

Miss Schlabach 12/71
 To be elected *Lynn* 12/72
 Mr. Nowak 12/73
 Mr. Brown, ex officio

3 Committee on Interdivisional Majors

Chairman, to be appointed
 Mr. Eskin
 Miss Hasenclever
 Mr. Schonbeck
 Mr. Scott
 Mr. Supowit
 Mrs. Tarnay
 Mr. Wofford

7 Financial Aid

Miss Stickney, Chairman ex officio
 Mr. van der Linde 6/71
 Miss Fine 6/72
 Mr. Blake, ex officio
 Mr. Kolkebeck, ex officio

4 Educational Counseling Committee

Mr. Blake, Chairman ex officio
 Mr. Cornwell
 Mr. Finckel
 Mr. Guy
 Mr. Harris
 Mr. Moore
 Mr. Rosen
 Mr. Sugarman
 Mr. Tristman

Finckel
Pearson

8 Library Advising Committee

Mrs. Kaplan 6/71
 Mr. Wilson 6/71
 Mr. Cornwell 6/72
 Mr. Ricks 6/72

2.34 Joint Committees

Joint committees are those to which faculty are appointed to serve with students or, in some cases, members of the Board of Trustees.

Special Events

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 Special Events Committee operates with its own budget.

The committee is composed of four members of the faculty appointed for indefinite terms and four students, three of whom are elected from the sophomore, junior and senior classes. The fourth student member is the chairman of the Student Meetings Committee. Assistant for Public Information is an ex officio member. One of the faculty members is appointed chairman.

Other Committees

Other joint committees are the Non-Resident Term Committee, the Judicial and Judicial Review Committees, the Development Committee and the Constitutional Council.

2.35 Faculty and Administrative Members of Joint Committees - Spring Term - 1971

A Constitutional Council

[Mr. Wilson] *Scott* 6/71
 To be elected *Radu* 12/71
 Mr. Kolkebeck 12/71
 To be elected *Schubert* 6/72
 Mrs. Dowling 6/72
 Mrs. Aldrich 12/72

Development

B Mr. Landis, Chairman ex officio
 Mr. Nowak
 Mr. Belitt
 Mr. Rowe
 Mr. van der Linde

C Judicial

Mr. Carini, Faculty Advisor

Judicial Review

To be elected by students
 To be elected by students
 Miss Stickney, ex officio

D Non-Resident Term

Mrs. Shapiro, Chairman ex officio
 [Mr. Wilson] *Shepela* 6/71
 Mr. Lyons 6/72
 To be elected *Miss Finn* 6/73
 Mr. Blake, ex officio

E Special Events Committee

Mr. Fredericks, Chairman
 Mr. Gray
 To be appointed
 To be appointed

2.36 List of Faculty 1970 - 71

ADAMS, Pat	Visual Arts	MALAMUD, Bernard	Lit. & Lang.
BAKER, Frank	Music	MALLARDI, Claire	Dance
BELITT, Ben	Lit. & Lang. ^B	MARIJNEN, Franz	Drama
BENTLEY, Eric	Lit. & Lang.	MAXWELL, David	Dance
BLAKE, Richard	Soc. Science	MOORE, Jack	Dance ^{2,4}
BLOUSTEIN, Edward	Soc. Science	MONTESINOS, Nora	Lit. & Lang.
BRANT, Henry	Music ⁵	NOWAK, Lionel	Music ^{1,6,3}
BRESLOW, Maurice	Drama	PACHMAN, Maurice	Music
BROWN, Donald	Soc. Science	PEARSON, Harry	Soc. Science ⁴
BROWNE, Michael D.	Lit. & Lang.	PERLMAN, Joel L.	Visual Arts
CALABRO, Louis	Music	PICCO, Ulises R.	Lit. & Lang.
CARINI, Louis	Soc. Science ^C	RICKS, Arnold	Soc. Science ^{2,5,8,A}
CHEUSE, Alan	Lit. & Lang.	ROSEN, Stanley	Visual Arts ^{1,2,4}
COBURN, E. Robert	Science	ROWE, Leonard	Soc. Science ^{1,3}
CORNWELL, Robert G.	Science ^{4,8}	SANDY, Stephen	Lit. & Lang.
*DELBANCO, Nicholas	Lit. & Lang.	SCHLABACH, Anne	Soc. Science ^{C, A}
DIXON, Bill	Dance	SCHONBECK, Gunnar	Music ^{1,3}
DUNN, Judith	Dance ⁵	SCOTT, Wallace	Soc. Science ³
ESKIN, Stanley	Lit. & Lang. ³	SHEPELA, Sharon T.	Soc. Science
FLACCUS, Edward	Science ^{2,5}	*SMITH, Barbara	Lit. & Lang.
FEINMAN, Alvin	Lit. & Lang. ⁴	SMITH, Thomas	Lit. & Lang.
FINCKEL, George	Music ¹	STANDISH, Thomas	Soc. Science
FINE, Vivian	Music ^{1, D, 4}	SUGARMAN, Robert	Drama ⁴
FREDERICKS, Claude	Lit. & Lang. ^E	SUPOWIT, Lee J.	Science
GLICK, Jacob	Music	TARNAY, Linda	Dance ³
GRAY, Paul	Drama ^E	TILLIM, Sidney	Visual Arts ⁶
GUY, Georges	Lit. & Lang. ^{4,5}	TRISTMAN, Richard	Lit. & Lang. ^{1,4}
HAAS, Richard	Visual Arts	van der LINDE, R. H.	Science ^{7,3}
HARRIS, Steven	Soc. Science ⁴	WELTER, Rush,	Soc. Science
HASENCLEVER, Irene	Lit. & Lang. ³	WERNANDER, Marilyn	Soc. Science
*JUHASZ, Joseph	Soc. Science	WILLIAMS, Roger	Visual Arts ²
KAPLAN, Harold	Lit. & Lang. ^{1,5}	WILSON, Peter	Soc. Science ^{4, A, D}
KAPLAN, Isabelle	Lit. & Lang. ⁸	WITKIN, Isaac	Visual Arts
KERRY, Richard	Drama & Dance	WITTMAN, Josef	Dance
KIRKPATRICK, Joanna	Soc. Science ⁵	WITTMAN, Martha	Dance
LACKOWSKI, Peter	Soc. Science	WOFFORD, Philip	Visual Arts ³
LEHRMAN, Walter	Lit. & Lang.	WOHNUS, John F.	Science ²
LYON, Irving	Science ^{D, 6}		

* on leave

2.4 Student Organization

The student body is organized as a separate constituency within the College Community. House Chairmen oversee the collective life of each of the student houses. They serve together on "exec", the Executive Committee of the Houses, as the group charged with maintaining orderly living and responsible conduct. The Judicial Committee deals with rule infractions, and can limit or suspend privileges, impose social probation, and initiate suspension or expulsion from the College. The Legislative Council, composed of house delegates and the chairmen of Exec, Judicial and the Student Educational Policies Committee (described below), considers matters of policy that affect the entire student body. Standing and ad hoc committees develop and execute "leg" policies. Further details of student organization are covered in the Student Handbook.

Student Educational Policies Committee

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

The functions of the SEPC are:

1. To ascertain, consider and communicate student views and recommendations concerning general and divisional educational policy at Bennington College.
2. To ascertain, consider and communicate student views and recommendations concerning individual courses.

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

1. To ascertain the views of the students concerning matters of divisional and general educational policy, the SEPC regularly distributes questionnaire forms on which students raise issues or make observations or recommendations. Students address themselves to such matters of divisional policy as curriculum, facilities, scheduling, and requirements for the major; and to such matters of general educational policy as counseling, ECC panel procedures and other extra-divisional concerns.

Views expressed concerning specifically divisional matters are considered by the two student representatives for that particular division and brought before the division once each 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 Faculty Educational Policy Committee once each term by the Chairman.

Toward the end of each year, a SEPC Report, embodying the various memoranda mentioned above and any subsequent action taken by the faculty or administration, is distributed to the faculty, administration and students at large.

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

* Faculty members should allow time at the request of SEPC early in each course for the election of an SEPC Class Representative. (See 3.3)

3.1

3.2

3. FACULTY RESPONSIBILITIES

3.1 Instruction

Faculty members are expected to meet at the regularly scheduled time all of the courses and tutorials they have contracted to teach. Office hours during each week of term should be announced and kept. If classes are to be cancelled because of illness, the appropriate faculty secretary should be notified so that students in that class can be told. All other absences for whatever reason should be arranged beforehand with the Dean of the Faculty.

With Bennington's system of making decisions about students' progress through the College, it is essential that all instructors' written reports and grades be in the Dean of Studies' Office at the appointed time.

3.2 Counseling

Every faculty member is assigned a number of students, usually eight or nine, for whose educational needs and interests he is especially responsible. Before each of her last three years, each student is allowed to state his or her preferences among prospective counselors, advisors, or tutors, though the final assignment is made by the Dean of Studies Office.

New students (first year and transfer students) normally meet with their counselor for forty-five minutes a week. The schedule and content of counseling sessions is worked out by the student and his counselor and, by common agreement, occasional meetings may be cancelled during heavy work periods.

Second and third year students meet with an advisor on an average of one hour a month, although more concentrated scheduling or appointments may take place during the time of program planning or the formulation of Tentative Plans and Request for Confirmation of Plan. Where group tutorials are offered to second and third year students, the tutors would normally also advise these students as needed.

A student working in an individual tutorial or in a senior project tutorial will counsel with her tutor. Ordinarily such meetings would be scheduled for one hour every week.

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

3.3 Faculty Meetings and Committee Service

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

Student Educational Policies Committee: The responsibility for holding elections of SEPC representatives in courses, holding class SEPC meetings and writing SEPC reports for courses is that of the students and their SEPC representatives. The instructor is expected, however, to make course time available for these activities. His responsibility toward the class EPC report is to receive it, discuss it with the class SEPC representative and, if it seems useful or appropriate, with the class. The essential purpose of the SEPC in the classroom is to introduce a meaningful dialogue between students and instructors over the content, aims and method of instruction in courses.

3.4 Duration of Academic Year

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

4. DIVISIONAL PRACTICES:

4.1 The Divisions

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

4.2 Divisional Secretaries

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

4.3 Budgets and Property

Divisional operating budgets are presented annually by the Divisional Secretary to the Dean of the Faculty for approval in late March of the year preceding the July 1 - June 30 fiscal year to which the budget applies. The division, through its Secretary, is responsible for maintaining expenditures strictly within budgeted amounts. Any non-budgeted expenditure must have prior approval of the Dean of the Faculty. Capital expenditures (items costing more than one thousand dollars and with a life expectancy greater than ten years) will be requested at the same time but separately from the operating budgets.

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

4.4 Work Orders

Requests for special work to be done by the College maintenance staff should be accompanied by a work order approved by the Director of Business and Finance.

4.5 Meetings

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

4.6 Requirements for Majors

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

VISUAL ARTS

Before Tentative Plan: Normally the prospective major in art will take Visual Arts I during her first year, and Visual Arts II in the second. The minimum requirement is four terms of work in art by the end of the second year.

Tentative Plan: By the time the student submits this plan to the division he/she must have demonstrated ability in at least two media. The student will also be asked to submit examples of work and to discuss the plan, in person, with the division. 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 one or two studios in the third year.

Confirmation of Plan: Work in the major requires a project in one or more areas, and studio work in one other than the student's main field.

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

DANCE

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

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

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

Requirements for Degree: Successful completion of work.

IRAMA

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

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

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

Requirements for Degree: Successful completion of program and project.

MUSIC

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

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

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

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

LITERATURE AND LANGUAGE

Before Tentative Plan: The usual requirements are two terms of introductory literature, and at least two more terms in literature. Those contemplating a major project in creative writing, and others interested, should take work in prose or verse writing. Those preparing for work in a foreign language should follow the program suggested below. The general requirements are a 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. Each plan must include an endorsement by a language teacher regarding the student's ability to read a foreign language or a detailed and satisfactory explanation of the means the student intends to use to acquire such an ability by the time of graduation.

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

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

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

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 her field of greatest emphasis. In general, by the time the Tentative Plan is submitted, at least two years of courses in the field of greatest emphasis and one year in a supporting field should have been completed or be nearing completion. It is expected that the student's work in the division up to that point will have shown promise of ability to undertake more advanced work creditably.

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

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

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

SOCIAL SCIENCE

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

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

Students may concentrate their study in one discipline in the Social Sciences, or they may build a meaningful concentration combining one or more of the disciplines within the division with courses outside the division. The essential requirement is that students wanting to follow a Social Science major work out their plan with two or more members of the Social Science Division and obtain divisional approval of the Plan. The general expectation is that students majoring in the Social Science Division will do half their work in the Social Science Division or in the Social Sciences together with the related disciplines described in the Tentative Plan.

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

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

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

Students wishing to concentrate in psychology should submit a program of study, compatible with the degree requirements of the College, which will permit their becoming cognizant of the various modes of inquiry characterizing the field. The proposed plan should assure mastery of the data, methods, and concepts necessary for the execution of a pertinent senior project demonstrating the student's ability to do independent and sustained work in psychology.

INTER-DIVISIONAL MAJOR

In formulating a Tentative Plan for an inter-divisional major (one which cuts across or overlaps the lines of divisions or fields), the student is advised to submit that plan to the Inter-divisional Committee. If the plan is accepted, that Committee will then have responsibility for approving the student's work outside the field as it relates to the area of concentration.

4.7 Recruiting

Divisions hold primary responsibility for recruiting new members of the faculty when vacancies occur. The President and the Dean of the Faculty are responsible for making appointments to the faculty and it is thus important that communication between the Divisional Secretaries and the Dean of the Faculty be early, frequent and accurate on matters of recruitment procedure, communication with candidates, interviews of candidates, etc. Arrangements for interviews of candidates should be made with the secretary to the Dean of the Faculty. Inquiries about faculty positions are normally answered by the Dean of the Faculty after divisional recommendation has been secured.

4.8 Curriculum

Divisions are responsible for planning a divisional curriculum responsive to student needs as well as to the interests and capacities of the faculty. Curriculum planning is begun early in the spring term and divisional offerings proposed for the following year are reviewed by the FEPC some time during the spring term. All new or changed courses must be approved by the FEPC before being offered. Student requests for tutorials must be approved by the division before being granted.

4.9 Workshops, Lectures, Concerts, Exhibitions, etc.

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

4.10 Secretarial Assistance

The divisions have specifically designated secretarial assistance, available for divisional business but not for personal use. (See 11. Secretarial Service)

5. GENERAL ACADEMIC PROCEDURES:

5.1 Reports

5.11 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 permanent record. Two copies are given to the student, one for his/her personal use and one for his/her counselor. The yellow copy is kept as the instructor's record. The content of these comments soon becomes a matter of personal style, but should be extensive enough to serve the needs of the student and the Educational Counseling Committee in judging his/her progress. Perusal of students' folders may be done in the reading room of the Dean's office and will not only acquaint the instructor with their background, but will provide the best indication of the typical content of reports.

It is extremely important that reports be submitted by the dates indicated each term. The student's understanding of his/her progress, the convening of panels, counselors' discussions of their counselees' status... all these and more hinge on the timely availability of reports.

5.12 Confidential Reports

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

5.13 Non-Resident Term Reports

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

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

5.14 Reports on Class Attendance

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

5.2 Ratings and Grades

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

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

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

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

At the end of each term instructors receive grade cards for each student on which a letter grade* for the work of the term is entered. If a student requested at the time of her registration to receive a Pass-Fail designation only (FEPC - 11 Nov. 1970, Faculty - 18 Nov. 1970), the card will be stamped "Pass-Fail only", and this grade will appear on their transcripts. If a student's work is marginal, though passing, the instructor puts the word "passing" in parenthesis. Grades, for those who desire them, are accessible to the student through the Dean of Studies Office at the beginning of the junior year, but students will continue to have accessible their cumulative average at any time.

*A+ through D- are considered passing grades, and F a failure.

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

5.3 Procedures Leading Toward Graduation

5.31 Program Planning

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

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

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

Tentative Plan

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

Confirmation of Plan:

During the sixth term in college, a student will submit to the pertinent division and the ECC, a request for Confirmation of the Plan for Advanced Work. This plan will take into account any changes made in the program outlined in the Tentative Plan, the schedule of courses taken and projected schedule, and where applicable a description of the nature of the senior project to be undertaken.

Where a student's plan provides for an inter-divisional major, he should consult with three faculty members most relevant to the program chosen and submit the plans to the Inter-divisional Committee and the ECC.

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

5.32 General Procedure

In case any of a student's work is threatened with failure during the final semester before graduation, each instructor involved should inform the Dean of Studies as soon as the danger

becomes apparent. When practicable, each instructor will state what the student must do to pass the course. The Dean will then notify the student's counselor and the Divisional Secretary.

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

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

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

5.33 Non-Resident Term Policy (FEPC - 14 Nov. 1969)

The general expectation is four acceptable NRTs (transfers excepted). The evaluation of a student's NRT is a composite of the opinions of the employer (if the student had a job), the student and the NRT Director. The counselor's or advisor's opinion is requested when there is a poor report from the employer or a difference of opinion or when the term is noted unacceptable as an educational experience. When an NRT is regarded as unacceptable the student, the counselor or advisor, and the Dean of Studies are to be advised and the matter will go to the appropriate panel for consideration in time for the student to make amends, if such amends are called for, and each NRT is to be entered on the student's transcript with the notation "acceptable" or "unacceptable."

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

5.34 Completing Work for the Degree in absentia

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

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

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

When permission is granted, a counselor of record is appointed to represent the division and the College in further communications with the student, to provide guidance and to certify her satisfactory completion of the agreed program to the division and the Educational Counseling Committee. In 1971-72 the fee for this service will be \$100 a term.

If any part of the work, such as a senior project, is being done under the supervision of the counselor, an additional \$100 a term will be charged. In case of enrollment in an approved program of graduate studies in substitution for the fourth year at Bennington (such as the Yale master's degree in education), the counselor's fee will be waived.

5.4 Special Programs

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

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

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

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

5.5 Special Students

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

Acceptance as a Special Student requires the approval of the Dean of Studies and the instructor(s) of the course(s) in question. In 1971-72 they will be billed \$600 per course per term (or \$300 per term for auditing).

Only permanent local residents who require college level courses for professional purposes and whose work and familial situation makes it impossible for them to obtain such training elsewhere are accepted as Special Students. Special Students may not participate in SEPC elections or discussions of educational policy. In all cases, priority of faculty attention should be given to matriculated students.

5.6 Plagiarism

Plagiarism means the 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 not high. 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 failure in the course or expulsion from 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.

5.7 Space and Scheduling of Classes

5.71 Place of Class Meetings

Courses are assigned to classrooms after spring registration according to estimated size and other factors, such as need for blackboards. 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 a conflict, a change must 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 another need, if this becomes necessary.

5.72 Time of Class Meetings

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

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

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

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

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

5.73 Instructional Equipment

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

Occasionally the College is asked to lend equipment to outside organizations. Such a request should be referred to the Secretary of the College, who will consult with the proper division.

5.74 Faculty Offices

Faculty offices are assigned by the Secretary of the College, to whom any request for change should be made. 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.

Some faculty members 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.

6. CONDITIONS OF EMPLOYMENT:

6.1 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.

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

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

6.11 The Appointment Process

Appointments, whether enlargements or replacements, are initiated through a process of recruitment in which the Dean of Faculty and the Divisions of the Faculty play leading roles. Interviews of candidates are scheduled by the Dean of Faculty in consultation with the teaching divisions. During the normal academic year, the divisional Student Educational Policies Committee participates in interviewing candidates and gives its comments on them to the Division Secretary. The teaching division as a whole is responsible for making a recommendation on new appointments to the President. The President, who may engage in such other consultation as he may deem appropriate, then makes his recommendation to the Board of Trustees which makes the formal appointment. Except for very exceptional circumstances, and, then, only upon the advice of the Faculty Personnel Committee, the decision of the President and the Board of Trustees is governed in this matter by the recommendation of the teaching division in which the appointment is to be made.

6.12 The Duration of Appointments and Standards of Reappointment

Although exceptions are envisaged under unusual circumstances, a faculty member is initially asked to join the faculty for a one-year term. He is then considered for reappointment to another one-year term, then a three-year term, another three-year term and then a series of five-year terms. One-year contracts and the first three-year contract are offered at the convenience of the College and where there is good reason to believe that the individual concerned will serve the College well. The second three-year contract and the first five-year contract are offered only where there is a strong showing that the appointment will serve the requirements of overall College personnel policy and that the individual concerned is likely to make a significant and substantial contribution to the life of the College.

6.13 The Reappointment Process

Faculty reappointments are made by the Board of Trustees upon the recommendation of the President of the College. That recommendation is made only after extended consultation and review of the matter with the Faculty Personnel Committee. That committee is composed of three members of the faculty elected at large, the President and the Dean of Faculty. The committee aims to arrive at a consensus on all major decisions; however, a majority of its members constitute a deciding voice and no decision is taken when opposed by all the elected faculty members.

Before the termination of a contract period -- a term before, in the case of one-year contracts, and a year before, in the case of contracts of longer duration -- the President and the Personnel Committee undertake a rigorous review of a faculty member's contribution to the life of the College in order to decide upon a recommendation concerning a new contract.

The Faculty Personnel Committee determines its own procedure for review of reappointments, but, in general, the faculty members of the committee consult the working colleagues of the faculty member concerned, including all members of his division. (The committee in its discretion may decide not to interview faculty members in their first year at the College.) This consultation takes the form of private and confidential interviews in which the following criteria of reappointment are discussed: teaching performance, responsiveness to student needs and interests, contribution to working committees and other aspects of community life, and competence and professional activity.

In reviewing reappointments, the President and the Dean of Faculty are responsible for all other sources of information which contribute to a judgment of faculty performance, including reference to student classroom Educational Policies Committee reports and interviews with the Student Educational Policies Committee as appropriate. Faculty members of the Personnel Committee do not have direct access to Student Educational Policies Committee reports and are only informed of their contents where they are an important and relevant element of the process of decision. In the case of the review prior to the first five-year contract, or the review prior to the second three-year contract, the President may undertake to solicit the opinion of a faculty member's peers outside the College concerning his scholarly or artistic potential.

Any faculty member who is being considered for reappointment, or who has received word that he is not to be reappointed, may request a direct hearing with the whole Personnel Committee, or with the three elected faculty representatives, or with any individual member of the Committee. As a result of this hearing, the Committee may decide to review its prior decision according to procedures to be established by the Committee. Any faculty member, student or group of students may request a direct hearing with the Dean of Faculty or the President on issues that concern faculty appointments or reappointments.

Prior to a decision in the matter, the Dean of Faculty or the President will consult with any faculty member being considered for presumptive tenure if a favorable decision is in doubt.

6.14 Presumptive Tenure

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

6.15 Salary Policy

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

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

6.16 General Personnel Policy

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

* Until 1967-68, each member of the Faculty Personnel Committee individually provided the President and Dean of Faculty with an annual ranking of all faculty into four categories of value or merit for the College.

6.2 Sabbaticals

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

Faculty members entitled to sabbaticals are notified of their entitlement early in the fall term of the year before their absence is due. Their Division is also notified at the same time so that divisional plans can be made to accommodate for the anticipated absence, and adjustments in schedules might be made to meet divisional needs.

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.

Except in cases of certain specialties, the obligations of faculty members on sabbatical will be absorbed by the other members of their divisions.

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

6.3 Fringe Benefit Plans

6.31 Deferred Annuity Plan

Every member of the faculty is entitled to a subvention from the College treasury to be paid by the College to the Teachers Insurance and Annuity Association and the College Retirement Equities Fund (if the eligible employee chooses to participate in the Fund) toward the purchase of a deferred annuity to begin at the age of sixty-five. This subvention will be five per cent of the first \$7,800 of salary, plus ten per cent on all salary above that amount.

This subvention will be paid only on condition that the annuitant pay at least five per cent on his total salary from the College toward the deferred annuity. For convenience the amount paid by the beneficiary shall be deducted from his or her salary each month and included in the payment made by the College to the Teachers Insurance and Annuity Association and the College Retirement Equities Fund (if designated).

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 annuity contracts elsewhere. Participation in the plan is required, however, after completion of two years service and attainment of age 30 unless the faculty member can show that he or she has already made other provision for retirement at the age of sixty-five.

The College reserves the right to modify or amend this Plan at any time.

6.32 Retirement Policy

Every officer of administration or instruction shall retire from active service in the College on June 30 next after he attains the age of sixty-five. Any retired officer of administration or instruction may, on recommendation of the President, be appointed by the Trustees to render further service to the College. Such appointments shall be for periods of one year (subject to renewal) and shall be on such conditions and with such compensation as the Trustees shall determine. It should be noted, however, that there is a presumption against such appointments.

6.33 Faculty Children Tuition Plan

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

6.34 Insurance

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

A total disability insurance plan is also carried with the Teachers Insurance & Annuity Association. Participation is required beginning with the third year of service at Bennington College and attainment of age 30. 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.

6.35 Salary Advance Policy

Salary advances are occasionally made to members of the faculty. They are made upon written application to the Director of Business and Finance, with the approval of the Director and the Dean of Faculty or the President, and subject to the following conditions:

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

6.4 Housing Policy

About 60% of the teaching faculty and a small number of administrative officers live in College-owned housing. College-owned housing consists of houses, apartments, suites and single rooms. These are used to house as many as possible of those instructors and administrators who wish it, but housing is not a responsibility of the College and faculty members must recognize that occupancy of College-owned housing is not a perquisite. The only housing arrangements made by the College are those for College-owned accommodations.

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

6.41 Housing Assignments

Each December all faculty members except those who own houses are asked by the Secretary of the College whether they want to move, and to what kind of housing. Assignments will be made on the basis of these responses, under current policies. From time to time emergencies may arise after requests for housing have been made but in general no other changes will be considered after that time. If an unexpected or emergency vacancy occurs before assignments have been made, notices will be sent to faculty members and applications received. If the vacancy occurs too late for this it will be assigned temporarily, for one-year occupancy, then added to the next year's list of available housing.

Insofar as available housing makes it possible, size of family or other factors of need will be taken into account; however, the following rules apply in making assignments:

Houses are reserved for those with families. Those with children of school age will have priority for houses within the school district.

Apartments are for those without children, including single persons, although occasionally those with one child may be offered an apartment.

Suites and rooms are usually assigned to single persons, or to commuters.

Within these categories, seniority governs in housing assignments. Three exceptions in the matter of seniority may be made:

1. anyone with extraordinary College responsibilities may be assigned housing appropriate to that purpose, without regard to seniority, and
2. in the case of anyone who owns a house but who wishes to move back into College-owned housing, seniority alone will not prevail. His needs at the time he wishes to move into College housing must be compared with those of others who have temporary or inadequate housing, and he may have to wait until these immediate needs are satisfied before he resumes his position on the seniority list.
3. some housing is set aside for the use of new members of the faculty for a restricted period of time.

6.42 Rental Policy

College rents are initially 25% below their commercial equivalents, except apartments in student houses and in Jennings; where the base will be 35% below commercial rents. These rents will continue to change as rents for comparable housing change.

Since College rents are lower than those charged for equivalent space in the outside community and this subsidy can be enjoyed by only part of the faculty, the College has adopted a policy which in the long run will make this subsidy available to new, younger faculty members while gradually reducing the amount of subsidy to those with seniority.

Any faculty member who has presumptive tenure and has been in College housing for a period of five years or more will pay an annual increment of 5% of his base rental, the rent paid

to the College. This annual increment will continue for each additional year he remains in College-owned housing until such time as the rental and increment combined approximate the commercial rent of the housing, which will be regarded as a maximum amount.

Rental is normally from July 1 to June 30 and a lease for the full year is required. Release from this agreement can only be granted by the President of the College.

6.43 Second Mortgages

The College occasionally provides funds for second mortgages to help make possible the purchase or building of homes by faculty and administrators. The availability of mortgage monies depends on the current investment policy of the College and the degree to which capital assets can be channeled from other investments. The conditions for borrowing are:

Only faculty members enjoying their second three-year appointment and administrators who have served an equal amount of time, are eligible for such mortgages.

College mortgages will only be offered upon condition of the prospective purchaser securing a maximum first mortgage.

The total of the first mortgage and the College mortgage may equal no more than 90% of the appraisal value, with a maximum of \$7,000 set for College mortgages.

The loan shall become due at the time of termination of employment, except that, under special circumstances it may be extended beyond retirement at the discretion of the President.

The interest rate and the length of the loan are to be the same as for the first mortgage.

Interest and amortization payments are to be deducted from monthly salary, with the proviso that the borrower may accelerate repayment.

Each application shall be considered on its individual merits, approval to be at the discretion of the President.

Inquiries should be addressed to the Director of Business and Finance

6.5 Leaves without pay

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

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

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

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

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

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

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

7. FACULTY GRANTS AND AWARDS:

7.1 The William C. Fels Faculty Facilities Fund

In 1965 the Trustees of the College voted to establish the William C. Fels Memorial Fund as a permanent endowment to support the Faculty Facilities Grants.

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

Applications for facilities grants should be made to the Dean of the Faculty, explaining the nature and the amount of the applicant's need. Grants will be made in modest amounts and it is assumed that application will be made only as specific needs arise, and that most will be quite small. An individual faculty member may apply more than once, but the total amounts granted an individual during one fiscal year may not exceed \$250.00.

7.2 Charles and Elizabeth Dollard Grants

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

All members of the faculty are eligible for grants.

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

The maximum grant shall be \$1,000.

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

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

7.3 Huber Foundation Grants

Applications for Huber Foundation Grants should be submitted to the Dean of the Faculty by May 1. The following statement about the grants was adopted by the Faculty and ratified by the Board of Trustees:

1. The funds will be used to assist faculty members with projects to be carried out during sabbatical leaves or during Non-Resident Term. The Foundation stipulates that the grants be for study or travel for the purpose of study, that they should contribute to the quality of the faculty member's teaching ability, and that the grants should go primarily to younger members of the faculty.
2. Only full-time members of the faculty shall be eligible for grants.
3. In applying, a faculty member shall give a full statement of the importance of the project and indicate why the grant is necessary for carrying it out.
4. The \$2,000 available each year shall be divided among not more than four people. No member of the faculty shall receive more than \$2,000 during a five-year period.
5. Selection of faculty members to receive the grants shall be made by the President and the Dean of the Faculty.
6. Grants will be announced before the end of the spring semester for use during the following fiscal year.
7. A report is expected from each recipient of a grant. The report should include how the money has been expended, and with what results. It should be sent to the Dean of the Faculty.

7.4 Ford Foundation Grants

Since 1968, the College has received additional support for faculty development in the humanities from the Ford Foundation, under their usual arrangement requiring that the College gradually assume full financial responsibility. Grants based on these funds 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 are requested by the Dean of the Faculty during the spring term, usually May 1.

7.5 Outside Grants

Because Bennington College funds available for grants and assistance are limited, faculty members are encouraged to seek funds from outside private and government agencies. An up-to-date file on the variety of grants available from private and public agencies is kept in the Dean of the Faculty's office. The Development Office is an additional source of such information.

8. LIBRARIES:

8.1 Edward Clark Crossett Library

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

From the size of the collection, now 60,000 volumes of a possible 75,000, it can be seen that the collection should consist of a careful selection of appropriate titles. Therefore the library depends heavily on the members of the faculty to maintain an effective teaching collection not only by recommending suitable books and periodicals for purchase, but also by acquainting themselves with the present collection in their respective fields and by suggesting deletions as well as additions in order to make the material attractive, pertinent, and not dulled by outdated or obsolete material. A statement on book selection policy prepared by the library committee and the librarian is sent to each new faculty member and to older faculty requesting a copy.

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

Recommendations for books to be purchased for the library may be given directly to the Librarian, or to the faculty secretary who will forward them to the Librarian. Ordinarily a month's time is necessary for the ordering and cataloging of American items in print, but it is difficult to estimate the time required; recommendations may be sent in at any time, except that it is expected that faculty will have placed all requests by May 1 of each year. It is assumed that the weekly list of new books is sufficient notification of books ordered by faculty.

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

In general, semester reserves are undesirable and unnecessary. As few books as possible should be kept "on reserve". Space limitations and the nature of the book collection should encourage faculty to use as few books on reserve as their teaching plans permit.

It has been found helpful to circulate some books for three days only. Faculty members who find this arrangement useful for large classes should notify the library 48 hours in advance as to titles suggested for temporary three-day circulation, and as to the length of time for which the limited circulation should remain in effect. Such books are shelved in their usual places (i.e. they are not on the reserve shelves).

Current and unbound periodicals are normally lent for 3 days only. The latest issues of selected periodicals, kept in plastic binders, do not circulate.

Bound volumes of periodicals circulate for one week.

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

The Library is open 93 hours a week during the academic terms:

Monday - Thursday	8:30 a.m. to 11:00 p.m.
Friday - Saturday	8:30 a.m. to 6:00 p.m.
	7:00 p.m. to 10:00 p.m.
Sunday	12:00 noon to 10:00 p.m.

8.2 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 up to one week only. Special reference works may not leave the Library.

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

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

9. MEETINGS AND SPECIAL EVENTS:

9.1 Scheduling

Any member of the community may schedule a lecture, concert, film showing or other special event. All scheduling must be done through the Student Service's Office, which supervises the Calendar of Events. Funds are available through the Special Events Committee (see 2.4) and the Student Meetings Committee for guest performers requiring payment, but no performers may be offered College funds unless sponsored by one of these committees or by a division, in which case divisional funds are used. All public events must be scheduled on the Calendar, including divisional workshops.

9.2 Space

When anyone wishes to schedule a special event or meeting in academic space he must obtain permission from the Registrar if the space is needed during teaching hours (8:30 AM to 6 PM weekdays) and from the Student Services Office if the space is needed after 6 PM. Space desired for use on weekends must be requested from and scheduled by the Student Services Office. The College Calendar is kept by the Student Services Office and all meetings or special events (including those scheduled from 8:30 AM to 6 PM) must be cleared and recorded by that office.

9.3 Publicity

All announcements regarding the College and College events are handled by the Publications and Public Information Office. Releases prepared involving division-sponsored activities must be cleared through that office before general release. The office should be given at least one week's notice before an event if it is to prepare publicity. Similarly, it must receive one week's notice if photographs are to be taken. Unless otherwise specified, publicity is circulated to local newspapers and radio stations, and is inserted into College Week. The office will also provide advice concerning design and production of printed flyers or other materials if needed.

9.4 Posters

All posters must be commissioned by those sponsoring the event and a written request made to the poster monitor, who is appointed by the NRT Director to assign poster makers. Students are paid by the College.

9.5 Recording

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

10. COLLEGE PUBLICATIONS:

All publications (with the exception of Silo, which falls under the control of the literature faculty) are edited by the Assistant to the Director of Development for Publications and Public Information and his editorial assistant. This includes, in addition to the student and faculty oriented publications, magazines and brochures aimed at prospective students, alumni, donors and prospective donors, prospective NRT employers and friends of the College.

10.1 The College Catalogue

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

10.2 College Week

College Week is published every Tuesday during the resident terms and contains information of interest to all members of the community. It is edited by the Editorial Assistant. (Notices for insertion must be delivered to the Publications Office by noon on Friday.)

10.3 Quadrille

Quadrille is published four times regularly during the year. It is designed to reflect the views and opinions of alumni and friends of the College. It is distributed to all the constituencies and has a circulation of about 9,000.

10.4 Silo

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

10.5 Galleys

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

11. GENERAL AND MISCELLANEOUS INFORMATION:

BILLS

Monthly statements for College services (freight and express charges, etc.) are rendered to members of the Community on about the tenth of each month. Charges are payable when rendered at the Cashier's Office. All telephone and telegram charges are paid at the Switchboard.

CHECK CASHING SERVICE

The Cashier's Office is located in Barn #19 and is open from 11 - 1, 2 - 4 daily except Saturday and Sunday. Personal checks (not checks drawn to Bennington College) may be cashed in amounts to \$25.00, which is the limit per person per day.

COOPERATIVE STORE

A Cooperative Store is maintained on campus to provide the community with books, supplies and sundries. Membership to the store is open to the faculty, staff, students and employees upon payment of \$10.00, refundable when the member leaves the community permanently. Surplus earnings are distributed to members in the form of rebates on purchases. All sales are on a cash basis. Faculty members receive 10% discount on books. Store hours are 9:00 a.m. to 5:00 p.m. Monday through Friday. Saturday hours are 2:00 p.m. to 4:00 p.m. and Sunday 7:00 p.m. to 9:00 p.m.

EMERGENCIES

In case of emergency, day or night, dial Operator.

EXPENSE ACCOUNTS

Expenditures by faculty members for which reimbursement will be requested, such as official traveling expenses, should have the prior authorization of the President or the Dean of the Faculty.

GARAGES

There are a limited number of garages available for faculty members. The rental charged is \$60.00 per year, payable in monthly installments. Arrangements for renting garages should be made with the Director of Business and Finance's secretary.

HEALTH SERVICE

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

KEYS

Keys to offices and faculty houses may be obtained at the Maintenance Building. Faculty members are asked to sign for these keys and are charged for lost keys.

LABOR RELATIONS

The College has a contract with the Building Service Employees International Union of AFL. Employees in the buildings and grounds, dining halls and residences are covered by the agreement.

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

LOUNGE

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

MAINTENANCE AND REPAIRS

The Buildings and Grounds Department is responsible for the maintenance and repair of the College-owned buildings and equipment and requests for service of this type should be made to the Office of the Director of Physical Plant. Requests which involve capital expenditures should be discussed with the Secretary of the College.

THE MARTIN FOUNDATION

By arrangement with the Martin Foundation, Bennington College maintains a New York Office at 26 West 56th Street.

This Office is basically a branch of the Development Office. It is also used by Trustee and Alumni Committees for meetings, and occasionally is the center for larger College gatherings.

Members of the College Community can use the Office for its information Service and as a convenient place to meet friends in New York.

MEALS IN FACULTY DINING ROOM

When College is in session meals are served daily in the faculty dining room, which is located on the second floor of Commons Building. Breakfast is served from 8:00 to 8:30, lunch from 12:30 to 1:30, and dinner from 6:30 to 6:45 on weekdays. On Sundays there are two meals: breakfast at 10:30 and dinner at 4:30. All meals are served cafeteria style.

Members of the faculty and staff may purchase meal tickets for their own use in blocks of 10 at the Comptroller's office at the following rates: 45¢ for breakfast, 75¢ for lunch, \$1.00 for dinner. For their guests, including members of their families, they should purchase meal tickets at the Switchboard. Prices for guest tickets are 55¢ for breakfast, 80¢ for lunch, and \$1.25 for dinner.

NEWSPAPERS

Subscriptions for The New York Times can be obtained through student agents. Announcements regarding these arrangements will be posted on the bulletin boards.

POST OFFICE

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

SALARIES

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

If desired, and upon notice to the Director of Business and Finance, salary checks will be deposited directly to the faculty member's account in the Catamount Bank of North Bennington.

SECRETARIAL SERVICE

There are three faculty secretaries for social science, literature, drama and visual arts faculties; the offices are in the Barn. The office of the secretary for music is in Jennings Hall and the secretary for dance is in North Suites. The office of the secretary for science is in Dickinson. Faculty secretarial assistance may not be used by faculty members for personal work.

STUDENT HELP

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

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

STUDENT RECORDS

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

TAXI SERVICE

Taxis run on a regular schedule between the College and the village of Bennington. The charge is 25¢ per trip per passenger and payment is made to the driver. Schedules of trips are posted on the bulletin boards.

TELEPHONE SERVICE

The Switchboard is open daily from 7 a.m. to 11 p.m. when College is in session. Otherwise there is no telephone service, but emergency calls are handled by the Night Watchman who may be reached by dialing "Operator" from 11 p.m. to 7 a.m.

Faculty members living in Cricket Hill and Jennings who have home telephones connected with the College switchboard may arrange with the Business Office for unrestricted telephone service at a cost of \$5.00 per month. Restricted telephone service requires local calls be placed through the switchboard, and the charge for this service is \$2.50 per month. All long distance calls must be placed through the switchboard.

12. THE COLLEGE CALENDAR 1970-71Fall Term

Friday	September 11	Program advising and registration for returning students, 2:00 - 5:00 p.m.
Saturday	September 12	Registration for new students, 9:00 - 12:30 a.m. Registration for returning students, 2:00 - 4:00 p.m.
Monday	September 14	Classes begin, 8:30 a.m.
Wednesday	October 28	Long Weekend begins at 1:00 p.m.
Monday	November 2	Classes resume, 8:30 a.m.
Thursday	November 26	Thanksgiving vacation begins, 8:30 a.m.
Monday	November 30	Classes resume, 8:30 a.m.
Friday	December 18	Last day of classes, all student work due.
Monday	December 21	Final reports due at 9:00 a.m.

Final ECC Panel meetings will be held on Monday - Tuesday, December 21 - 22.
All faculty members must be available through Tuesday.

Non-Resident Term

Monday, January 4 through Friday, March 5 (9 weeks)

Spring Term

Tuesday	March	9	Registration
Wednesday	March	10	Classes begin, 8:30 a.m.
Friday	April	30	Long Weekend begins at 1:00 p.m.
Wednesday	May	5	Classes resume, 8:30 a.m.
Wednesday	June	16	Classes end, all student work due.
Saturday	June	19	Commencement

Final ECC Panel meetings will be held on Monday - Tuesday, June 21 - 22.
All faculty members must be available through Tuesday.

Monday September 13, 1971 - Classes begin, 8:30 a.m.