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FACULTY HANDBOOK

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BENNINGTON COLLEGE

FACULTY HANDBOOK

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I-IV TABLE OF CONTENTS

COLLEGE CALENDAR

1 AIMS OF BENNINGTON COLLEGE

3 ORGANIZATION

3 Charter Provisions

3A Trustees Organization

4 Administrative Organization

5 Election and Appointment of Deans

5A List of Administrators - 1973-74

6 Organization of the Faculty

6 Faculty Meeting

6 Faculty Committees

6 Elective Committees

6 Faculty Educational Policies Committee

6 Faculty Personnel Committee

7 Personnel Review Committee

7 Educational Counseling Committee

8 Appointive Committees

8 Admissions Committee

8 Art and Architecture Committee

9 Financial Aid Committee

9 Library Advisory Committee

9 Non-Resident Term Committee

9 Other Committees

9 Constitutional Council

9 Interdivisional Committee

10 Student Educational Policies Committee

10A Committee Membership List, Fall 1973 - Elective and
Appointive Committees10B Committee Membership List, Fall 1973 - Other and Ad Hoc
Committees

11 FACULTY RESPONSIBILITIES

11 Instruction

11 Counseling

11 Faculty Meetings and Committee Service

12 Duration of Academic Year

12A List of Faculty, 1973-74

12B List of Teaching Associates and Faculty Emeritus, 1973-74

folio	
28	CONDITIONS OF EMPLOYMENT
28	General Conditions
28	The Appointment Process
29	Guidelines for Recruitment
30	Duration of Appointments and Standards of Reappointment
30	The Reappointment Process and Review Procedure
32	Presumptive Tenure
32	Personnel Review Committee
33	Salary Policy
34	General Personnel Policy
34	Sabbaticals
35	Leaves Without Pay
35	Fringe Benefit Plans
35	TIAA-CREF Retirement Plan
36	Faculty Children Tuition Plan
36	Insurance
37	Salary Advance Policy
37	Housing Policy
37	Housing Assignments
38	Rental Policy
39	FACULTY GRANTS AND AWARDS
39	The William C. Fels Faculty Facilities Fund
39	Charles Dollard Grants
39	Humanities Grants
40	Outside Grants
41	LIBRARIES
41	Edward Clark Crosset Library
42	Jennings Library
43	MEETINGS AND SPECIAL EVENTS
43	Scheduling
43	Space
43	Publicity
43	Posters
43	Recording
44	COLLEGE PUBLICATIONS
44	The College Catalogue
44	College Week
44	Quadrille
44	Silo
44	Galleys
44	Community Notices

folio

45	GENERAL AND MISCELLANEOUS INFORMATION
45	Bills
45	Bookstore
45	Check Cashing Service
45	Garages
45	Health Service
45	Identification Cards
46	Keys
46	Labor Relations
46	Lounge
46	Maintenance and Repairs
46	Meals in Faculty Dining Room
47	Newspapers
47	Post Office
47	Salaries
47	Secretarial Service
47	Student Help
48	Student Records
48	Telephone Service

FALL TERM 1973

Thurs.	9/6	New students arrive All faculty meet	4:15p
Fri.	9/7	New students' appointments with counselors Counseling for reentering students (those away at least 1 term)	9:00a-12:30p 2:00p-4:00p
Sat.	9/8	Registration for new and reentering students Registration for returning students (those here last term)	9:00a-12:30p 2:00p-4:00p
Mon.	9/10	Classes begin	8:30a
Fri.	10/26	Long Weekend begins	1:00p
Wed.	10/31	Classes resume	8:30a
Thurs.	11/22	Thanksgiving vacation begins	8:30a
Mon.	11/26	Classes resume	8:30a
Fri.	12/14	Last day of classes, all student work due	
Wed.	12/19	Final reports due Final ECC panel meetings will be held Wed.-Fri., 12/19-21. All faculty members must be available through Friday.	9:00a

NON-RESIDENT TERM

Wednesday, 1/2/74 through Friday, 3/1/74 (9 weeks)

SPRING TERM 1974

Mon.	3/4	New students arrive All faculty meet	4:15p
Tues.	3/5	New students' appointments with counselors Counseling for reentering students (those away at least 1 term)	9:00a-12:30p 2:00p-4:00p
Wed.	3/6	Registration for new and reentering students Registration for returning students (those here last term)	9:00a-12:30p 2:00p-4:00p
Thurs.	3/7	Classes begin	8:30p
Wed.	4/24	Long Weekend begins	1:00p
Mon.	4/29	Classes resume	8:30p
Mon.	6/10	Final reports on graduating seniors due	5:00p
Wed.	6/12	Classes end	1:00p
Sat.	6/15	Commencement	
Wed.	6/19	Final reports on all other than graduating seniors due All faculty members must be available for panel meetings.	10:00a

FALL TERM 1974

Mon.	9/9	New students arrive All faculty meet	4:15p
Thurs.	9/12	Classes begin	8:30a

Trustee Organization

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

Mrs. Richard S. Emmet, Chairman of the Board
Mr. Joseph F. Lord, Vice Chairman
Mrs. Stanley G. Mortimer, Vice Chairman
Mr. Andrew Heiskell, Secretary
Mr. Fairleigh S. Dickinson, Jr., Treasurer

Mr. James Bloom
Mr. Lisle C. Carter
Miss Judy DiMaio
Mr. Ralph Ellison
Miss Helen Frankenthaler
Mr. William T. Golden
Mr. Robert Gutman
Mrs. T. Edward Hambleton
Mr. Thomas P. F. Hoving
Mr. Joseph S. Iseman
Mrs. Willard H. Keland
Mr. Bevis Longstreth
Mr. David Malamut

Mr. John McCullough
Mrs. Albert Merck
Dr. Robert S. Morison
Mrs. Archibald R. Murray
Mrs. John W. Nields
Mrs. Robert Rohdie
Miss Jennifer Shakespeare
Mrs. Albert M. Sheldon, Jr.
Mr. Frederick P. Smith
Mr. Arthur H. Thornhill, Jr.
Miss Sally Wells Whiteley
Mrs. Nathaniel H. Usdan
Mr. Charles Dollard, Honorary Trustee

Administrative Organization

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

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

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

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

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

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

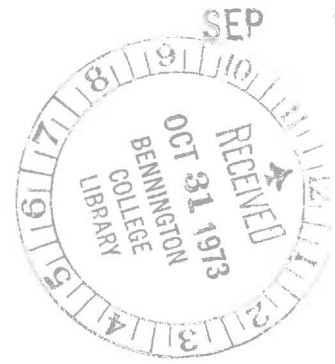
Director of Business and Finance: Responsible to the Vice President for the formulation of policy in all matters relating to the financial and legal affairs of the College, College staff, maintenance of the physical plant, including the post office, dining halls and student houses.

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

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

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

LIST OF ADMINISTRATORS, 1973-74



President: Gail Thain Parker

Dean of the Faculty: Lionel Nowak

Dean of Studies: Ronald L. Cohen

Assistant to the Dean of Studies: Jane E. Sobel
Registrar: Gertrude Syverstad

Librarian: Robert M. Agard

Assistant Librarian: Jane E. Rudd
Reference-Circulation Librarian: James A. Coggsweil

Vice President: Thomas D. Parker

Acting Director of Student Services: Timothy D. Dorman

Associate Director for the Non-Resident Term: Annette K. Shapiro
Assistant to the Director: Alice Miller

Director of Health Services: Dorothy M. Hager, M.D.

Consulting Physician: Ingrid Porter, M.D.
Consulting Psychiatrist: James M. Toolan, M.D.
Psychiatric Counsellor: Mary Delia Flory
Psychiatric Counselbr: Barbara Finlayson
Psychiatric Counsellor: Ellen Delbanco

Director of Annual Giving and Alumni Services: Catherine Cumpston

Assistant for Development: Patricia Kunzelmann
Assistant for Publications and Public Information: Alan Fortney
Assistant for the New York Office: Joan Wellington

Assistant to the President: Rebecca B. Stickney

Director of Admissions: Jean S. Aldrich

Assistant Director: Muriel Rowe

Director of Business and Finance: Robert F. Kolkebeck

Director of Physical Plant: James E. Martin
Superintendent of Buildings and Grounds: Murray McGuire

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of the faculty wishing to put a proposal before the faculty may first put the item on the agenda of the FEPC.

The FEPC is made up of eight elected members of the faculty constituted as follows: one member to represent the 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 and the Dean of Studies are ex officio members, and the committee is chaired by the Dean of the Faculty. Two students elected by the SEPC from its committee attend the FEPC with full privileges.

Faculty Personnel Committee

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

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

Personnel Review Committee

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

Three committee members are elected from the faculty at large for three-year terms. All members who are in at least their third year of service are eligible for election to the PRC.

Educational Counseling Committee

The Educational Counseling Committee is composed of nine members of the faculty, one from each division (exceptions: 2 from Literature and Languages, 2 from Social Sciences), elected by the faculty at large, with the Dean of Studies

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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.

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

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

Appointive Committees

Each of the following committees has student members.

Admissions

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

Art and Architecture

This committee advises the Trustees and the President on all matters relating to College architecture, architects, general

maintenance, the design and siting of buildings, and the landscaping of College property. Seven members of the faculty, including the chairman, serve for indefinite terms. The Director of Physical Plant meets with the committee as an ex officio member.

Financial Aid

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

Library Advisory Committee

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

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

Non-Resident Term Committee

This committee has three faculty members, appointed for three-year terms, and is chaired by the Director of Student Services. Its responsibility is for reviewing and formulating policies concerning the Non-Resident Term.

Other Committees

Constitutional Council

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

Interdivisional Committee

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

List of Faculty - 1973-74

ADAMS, Pat	Visual Arts	LACKOWSKI, Peter	Soc. Science
AEBERSOLD, Dennis	Science	LEVINE, David	Music
BAKER, Frank (Emeritus)	Music	LOFT, Roger	Visual Arts
BARROW, George	Black Music	LOGAN, Leroy	Drama
*BELITT, Ben	Lit. & Lang.	MALAMUD, Bernard	Lit. & Lang.
BLAKE, Richard	Soc. Science	MALLOW, Barbara	Music
BRANT, Henry	Music	MAYER, Reinhard	Lit. & Lang.
BROWN, Donald	Soc. Science	MAYERS, Kenneth	Soc. Science
CALABRO, Louis	Music	MOORE, Jack	Dance
CARINI, Louis	Soc. Science	MOUSLEY, Catherine	Visual Arts
CHAO, Phebe	Lit. & Lang.	NOWAK, Lionel	Music
CHEUSE, Alan	Lit. & Lang.	PACHMAN, Maurice	Music
CICHANOWSKI, Stanley	Science	PAGLIA, Camille	Lit. & Lang.
COBURN, Robert	Science	PARKER, Gail	Lit. & Lang.
COHEN, Ronald	Soc. Science	PAXTON, Steve	Dance
DELBANCO, Nicholas	Lit. & Lang.	PEARSON, Harry	Soc. Science
DIXON, Bill	Dance, Black Music	RICKS, Arnold	Soc. Science
*DUNN, Judith	Dance	RIDER, Josephine	Lit. & Lang.
EINSLEY, Barbara	Dance	ROCK, Michael	Soc. Science
FEINMAN, Alvin	Lit. & Lang.	ROSEN, Stanley	Visual Arts
FESSENDEN, James	Soc. Science	SANDY, Stephen	Lit. & Lang.
FINE, Vivian	Music	SCHLABACH, Anne	Soc. Science
FLACCUS, Edward	Science	SCHONBECK, Gunnar	Music
FORD, Jane	Visual Arts	*SCOTT, Wallace	Soc. Science
FREDERICKS, Claude	Lit. & Lang.	SHEPELA, Sharon	Soc. Science
FRISCH, Richard	Music	+SMITH, Barbara	Lit. & Lang.
GLAUDINI, Robert	Drama	SOLOMONS, Gus	Dance
GLICK, Jacob	Music	STEWART, Marguerite	Lit. & Lang.
GONZALEZ, Eduardo	Lit. & Lang.	SUGARMAN, Sally	Soc. Science
GRAVES, Milford	Black Music	SUPOWIT, Lee	Science
GUY, Georges	Lit. & Lang.	SWINDLEHURST, Madeleine	Science
+HAAS, Richard	Visual Arts	TILLIM, Sidney	Visual Arts
HARRIS, Steven	Soc. Science	TRISTMAN, Richard	Lit. & Lang.
HATCHER, Brower	Visual Arts	van der Linde, Reinoud	Science
HORWITZ, Martin	Lit. & Lang.	WEIL-SAYRE, Sylvie	Lit. & Lang.
KAHN, Sue	Music	WELTER, Rush	Soc. Science
KENSINGER, Kenneth	Soc. Science	*WILLIAMS, Roger	Visual Arts
KERRY, Richard	Dance, Drama	WITKIN, Isaac	Visual Arts
KIRKPATRICK, Joanna	Soc. Science	WITTMAN, Josef	Dance
		WITTMAN, Martha	Dance
		WOFFORD, Philip	Visual Arts
+on leave		WOHNUS, J. Frederick	Science
*on sabbatical		WOLFE, David	Lit. & Lang.

List of Teaching Associates and Faculty Emeritus - 1973-74Teaching Associates

FINCKEL, Marianne	Music
FINCKEL, Michael	Music
HEALY, Sophie	Visual Arts
HORENSTEIN, Stephen	Black Music
LARRISON, Penny	Dance
LUCKACOVIC, John	Drama
NIEDERMAN, Cheryl	Dance
PEARSON, Phyllis	Music
RAPPAPORT, Neil	Photography
CHADABE, Joel	Electronics
SCHWARTZ, Warren	Architecture

Faculty Emeritus

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

DIVISIONAL PRACTICESThe Divisions

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

Divisional Secretaries

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

Budgets and Property

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

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

Work Orders

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

Meetings

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

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 Introduction to Studio Art (consisting of 1 term in 3-D studios, 1 term in 2-D studios) during the first year, and four terms of work in art in the second year.

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

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

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

DANCE

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

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

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

Requirements for Degree: Successful completion of work.

DRAMA

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

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

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

Requirements for Degree: Successful completion of program and project.

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 demonstrated ability in all work in the field to maintain a vigorous, self-reliant approach, and to read with discrimination, to analyze in detail and to write clearly and forcefully.

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

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

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

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

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

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

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

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

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

SOCIAL SCIENCE

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

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

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

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

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

Students wishing to concentrate in psychology should submit a program of

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

INTERDIVISIONAL MAJOR

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

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

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 sometime 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.

Workshops, Lectures, Concerts, Exhibitions, etc.

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

Secretarial Assistance

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

who desire them, are accessible to the student through the Dean of Studies Office at the beginning of the junior year, but students will continue to have accessible their cumulative average at any time. A+ through D- are considered passing grades, and F a failure.

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

Procedures Leading Toward Graduation

Program Planning

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

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

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

Tentative Plan

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

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.

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 of 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.

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

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

Completing Work for the Degree in absentia

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

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

Permission will be granted if the application is approved by the faculty of the student's major division and the Educational Counseling Committee. The applicant has to satisfy the division and the 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. 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.

Special Programs

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

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

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

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

Special Students

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

Acceptance as a Special Student requires the approval of the Dean of Studies and the instructor(s) of the course(s) in question. In 1973-74 they will be billed \$700 per course per term (or \$350 per term for auditing). Faculty spouses and full time employes of the College who are eligible to be special or matriculated students may attend classes without payment of fees.

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

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.

Plagiarism

Plagiarism means the passing off as one's own 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.

Space and Scheduling of Classes

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.

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

General Personnel Policy

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

Sabbaticals

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

Faculty members entitled to sabbaticals are notified 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 six faculty members should be away from the College on sabbatical or leave during any single term. Where two or more people work in the same field it is generally undesirable for more than one of them to be away during the same term.

Leaves without pay

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

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

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

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

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

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

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

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

Fringe Benefit PlansTIAA-CREF Retirement Plan

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

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

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

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

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

Faculty Children Tuition Plan

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

Insurance

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

A total disability insurance plan is also carried with the Teachers Insurance & Annuity Association. Participation is required beginning with the third year of service at Bennington College and attainment of age 35. Immediate participation is not possible unless covered in a previous position. The College pays half the cost.

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

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

Salary Advance Policy

Salary advances 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.

Housing Policy

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

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

Housing Assignments

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

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

LIBRARIESEdward 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 67,000 volumes of a possible 75,000, it can be seen that the collection should consist of a careful selection of appropriate titles. Therefore the library depends heavily on the members of the faculty to maintain an effective teaching collection not only by recommending suitable books and periodicals for purchase, but also by acquainting themselves with the present collection in their respective fields and by suggesting deletions as well as additions in order to make the material attractive, pertinent, and not dulled by outdated or obsolete material. A statement on book selection policy prepared by the library committee and the librarian is sent to each new faculty member and to older faculty requesting a copy.

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

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

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

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

Current and unbound 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.

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

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

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

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

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

Jennings Library

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

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

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

COLLEGE PUBLICATIONS

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

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

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

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

Silo, Bennington's student magazine, is issued twice a year and sold at a nominal price. 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.)

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

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

Bills

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

Bookstore

A Book Store is maintained on campus to provide the community with books, supplies and sundries. Store hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. Saturday hours are 9:00 a.m. to 12:00p.m. Special hours to be announced.

Check Cashing Service

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

Garages

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

Identification Cards

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

Keys

Keys to offices and faculty houses may be obtained at the Maintenance Building. Faculty members are asked to sign 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 Director of Business and Finance.

Lounge

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

Maintenance and Repairs

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

Meals in Faculty Dining Room

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

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

Meal books consisting of 20 tickets will be available for \$12.00 at the Cashier's Office. Meal tickets will be sold at the dining halls: breakfast \$.65, Lunch \$1.30, dinner \$1.95.

Newspapers

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

Post Office

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

Salaries

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

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

Secretarial Service

The divisions of Literature, Social Science and Visual Arts each have an office for secretarial service in the Barn. The office of the secretary for music is in Jennings Hall, and the secretary for dance and drama is in North Suites. The office of the secretary for science and psychology 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.

1972
After the full review process has been concluded, should the decision of the FPC be negative regarding reappointment, the faculty member concerned will be informed of the FPC decision by letter. He may then request a meeting with the President and/or the Dean of the Faculty with one faculty member of the FPC present. The faculty member concerned may elect to have a colleague of his choice present at this meeting as an academic advisor. At this meeting the President or the Dean will explain as clearly and specifically as possible, consistent with the confidentiality of the whole review process, the reasons for the negative decision.

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

Presumptive Tenure

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

Personnel Review Committee

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

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

does not seem satisfactory or appropriate, the Committee will report its findings and recommendations to the petitioner, to the appropriate administrative officer and to the Faculty Personnel Committee which will decide the issue in a manner consistent with overall College policy.

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

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

Salary Policy

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

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