

Guide to the Faculty Collection

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Finding aid prepared by Stephanie Coleman

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Describing Archives: A Content Standard

Sarah Lawrence College Archives

July 2016

Sarah Lawrence College Archives

1 Mead Way

Bronxville, NY, 10708

914-395-2480

archives@sarahlawrence.edu

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Summary Information

Repository	Sarah Lawrence College Archives
Title	Faculty Collection
Date [inclusive]	1928-2016
Extent	3.0 linear feet 3 record cartons
Language	English

Scope and Contents note

The Faculty Collection is an artificial collection, created by the College Archives to document a variety of aspects of the administration, structure, governance, activities, and functioning of the faculty body at Sarah Lawrence College. The collection includes documentation on how the faculty body operates, faculty group divisions, the faculty bylaws, and the faculty handbook. Personnel documentation of faculty is not included in this collection, but can be found in the Faculty, Staff, and Administration Files collection.

The Faculty Collection is particularly strong in administrative documentation. Here you can find information on how and why faculty groups are arranged in to their current divisions, honors bestowed upon individual faculty, and academic activities and programs sponsored by individual groups. Of particular note are the administrative and curricular documents in various disciplines from the early 1950s to the late 1970s as well as documentation on the revision process and progressive development of the Faculty Bylaws. The artificially compiled faculty lists and information on Teaching Chairs also provide significant details on the standing of past faculty members.

The Faculty Collection is arranged into four series:

Series I. Academic Disciplines Administration

Series II. Bylaws

Series III. Faculty Handbook

Series IV. General

All items in this collection are arranged chronologically unless otherwise stated in the series description.

Series Description

Series I. Academic Disciplines Administration is organized into two subseries, *Subseries A. Restructuring and Proposals* and *Subseries B. Faculty Divisions*. *Subseries A. Restructuring and Proposals* contains documentation on the structure of the faculty body as well as proposals and recommendations for restructuring the faculty body into groups by discipline, particularly in the early 1970s. Materials are primarily correspondence, faculty meeting minutes, and memos. *Subseries B. Faculty Divisions* includes documentation on Faculty Division I – Creative Arts, Division II – Natural Science and Mathematics, Division III – Humanities, Division IV – Language, Literature and Writing, and Division V – Social Science. For each division, folders may contain division meeting minutes, correspondence, curriculum offered, and general activities taken on by the individual groups. Materials

in these subseries are alphabetically organized into groups based on the type of material and arranged chronologically within each group.

Series I is comprised primarily of documentary evidence of the faculty body structure as it is divided into academic disciplines. The documents offer insight in to how academic disciplines are organized into divisions, changes to division titles, and in some cases the eradication of divisions, such as the short-lived Division IV – Black Social Change, which existed only for one year in 1970.

Series II. Faculty Bylaws is arranged into two subseries, *Subseries A. Faculty Bylaws – Revised* and *Subseries B. Faculty Bylaws – Revisions, Correspondence, and Proposals*. *Subseries A. Faculty Bylaws – Revised* contains the final revised versions of the bylaws. There are revised versions of the bylaws for virtually every year from the 1930s to 2016; however, there is a lack of documentation from 1985 to 2000. For documentation on bylaw changes in these years, see Dean of the College Records – Barbara Kaplan – Faculty Bylaws. *Subseries B. Faculty Bylaws - Revisions, Correspondence, and Proposals* contains background and supporting materials related to the process of revising the bylaws including revision notes, recommendations, faculty meeting minutes, and correspondence.

Series II constitutes the bulk of the Faculty Collection. Materials in each subseries are organized chronologically.

Series III. Faculty Handbook includes copies of the Faculty Handbook under the various titles it held over the years, which include the “Faculty Digest,” “Facts for Faculty: A Guide to Sarah Lawrence College,” and “The Faculty Handbook.” This series is arranged chronologically and contains documents from the year 1965 to 2015. As of the 2007-2008 academic year, Faculty Handbooks were no longer printed and made available only in PDF format.

Series VI. General materials are arranged alphabetically based on the subject of material and further arranged chronologically within each subject and folder. This series includes artificially compiled faculty lists, documentation on Teaching Chairs, lectures series, workshops, and the American Association of University Professors (AAUP) in addition to other general items relating to the administration and activities of the faculty body.

Administrative Information

Publication Information

Sarah Lawrence College Archives July 2016

Conditions Governing Access note

Administrative records are closed for 20 years from the date of creation or death of the individual(s) mentioned. The Archives reserves the right to deny photocopying. See Archivist for further information.

Processing Information note

Processed by Stephanie Coleman, July 2016.

Related Materials

See also

For further materials relating to Sarah Lawrence College Faculty please see the Faculty, Staff, and Administration Files collection and the Dean of the College Records – Barbara Kaplan – Faculty Bylaws.

Controlled Access Headings

Genre(s)

- Clippings (information artifacts)
- Correspondence
- Curricula
- Handbooks
- Minutes

Subject(s)

- Academic Freedom
- College teachers' unions

Series I. Academic Disciplines Administration

Collection Inventory

Series I. Academic Disciplines Administration	
Subseries A. Restructuring and Proposals	
	Carton
Reorganization of Divisions 1970-1971	1
Faculty Group Chairman 1964, 1966	
	Carton
Faculty Group Representation 1968	1
Subseries B. Faculty Divisions	
Faculty Division I - Creative Arts	
	Carton
General 1962, 1966, 1991-1995	1
General - Correspondence 1935, 1947-1952, 1954-1959, 1961-1967, 1970, 1976-1977, 1988, 1990-1995, 1999	1
General - Meeting Minutes and Agendae 1931, 1938, 1954, 1966, 1970	1

Faculty Division II - Natural Science and Mathematics

Performing Arts - Theatre - Wagon Theatre Proposal 1948, 1950

1

Visual Arts - Curriculum 1937, 1958, 1995

1

Visual Arts - Exhibits and Lectures 1955, 1958, 1965-1966, 1980, 1994

1

Visual Arts - International Graphic Arts Society 1956-1958

1

Scope and Contents note

This file contains correspondence from Harold Taylor.

Controlled Access Headings

Corporate Name(s)

- International Graphic Arts Society.
- Print Council of America.

Visual Arts - Slide Collection 1958, 1966-1967

1

Visual Arts - Photography 1941, 1970-1971

1

Visual Arts - Pottery 1970-1971

Faculty Division II - Natural Science and Mathematics

Carton

Faculty Division III - Humanities

Correspondence 1948, 1955-1966, 1968, 1970-1971, 1975, 1990-1992, 1999-2000	1
Curriculum 1968-1970	1
Altschul, Rolf Richter, Melissa Lewis Faculty Writings 1958, 1966	1
General undated, 1953, 1957, 1965, 1967, 1990	1
Scope and Contents note	
This file contains newspaper clippings, research on science programs at other small liberal arts schools, brochures about the Science Program at Sarah Lawrence College, a list of alumnae who continued working in the sciences, and general information about Division II.	
Meeting Minutes 1965, 1970-1971, 1992-1993	1
National Science Foundation In-Service Institute for Teachers 1958-1960, 1962, 1964	1
Proposals, Improvements, and Future Plans 1956, 1961-1963, 1965-1967	1
Student Work Fall 2012	
Faculty Division III - Humanities	
	Carton
American Studies March-April 1988	1

Faculty Division IV - Language, Literature, and Writing

Humanities - Correspondence 1962, 1972, 1974, 1976-1980, 1982, 1984, 1986-1987, 1989, 1991-1993 1

Humanities - Curriculum 1970, 1973, 1976-1978, 1982-1985, 1993 1

General 1975, 1979, 1982 1

Meeting Minutes and Agendae 1970-1987, 1989-1993 1

Faculty Division IV - Language, Literature, and Writing

Carton

Correspondence 1934, 1936, 1951-1952, 1954, 1956-1966, 1970-1972, 1978-1979, 1988, 1990-1997 1

Curriculum undated, 1934, 1963, 1970-1975, 1997 1

General - English Group 1931, 1933-1934 1

General - Foreign Languages 1930-1931, 1933-1935 1

Meeting Minutes and Agendae 1931-1933, 1935, 1967, 1970-1971, 1973, 1988, 1990-1998 1

Middle States Association - Evaluations October-November 1996 1

Faculty Division V - Social Science

Series II. Bylaws

	Carton
Correspondence 1934-1935, 1952-1969, 1973, 1987, 1989-1993, 2014	1
Curriculum undated, 1931, 1962-1963, 1966-1967, 1969, 1973	1
General 1931, 1966-1967	1
Meeting Minutes and Agendae 1931-1935, 1937, 1962, 1965-1969, 1990-1994, 1996-1997	1
Proposals, Improvements, and Future Plans undated, 1931-1932	1
Faculty Division Lists 1971-1998	
Series II. Bylaws	
Scope and Contents note	
This file includes Faculty Meeting Minutes and correspondence regarding Faculty Bylaws from 1958.	
Subseries A. Faculty Bylaws - Revised	
	Carton
Revised undated, 1930s	1
Revised June 2, 1936	1
Revised March 28, 1939	1

Subseries A. Faculty Bylaws - Revised

Revised June 1941 1

Revised April 1944 1

Revised February - March 1947 1

Revised 1948 1

Revised February 13, 1951 1

Revised September 15, 1952 1

Revised October 1, 1954 1

Revised May 1, 1956 1

Revised May 21, 1957 1

Revised December 2, 1958 1

Scope and Contents note

This file includes Faculty Meeting Minutes and correspondence regarding Faculty Bylaws from 1958.

Revised April 13, 1960 1

Revised March 27, 1961 1

Subseries A. Faculty Bylaws - Revised

Revised February 26, 1962	1
Revised April 23, 1963	1
Revised February 18, 1964	1
Revised January 25, 1966	1
Revised April 4 and May 16 1967	1
Revised April 2 and 23, 1968	1
Revised October 1968 and February 1969	1
Revised February 17, 1971	1
Revised April 30, 1973	1
Revised December 1974	1
Separated Materials note	
These materials were removed from the Dean of the College Records and relocated here.	
Revised May 28, 1975	1
Revised January 24, 1978	1

Subseries B. Faculty Bylaws - Revisions, Correspondence, and Proposals

Revised 1985	1
Revised April 2000	1
Revised April 2002	
	Carton
Revised May 2003	1
Subseries B. Faculty Bylaws - Revisions, Correspondence, and Proposals	
	Carton
Revisions, Correspondence, and Proposals undated	1
Revisions, Correspondence, and Proposals May, November 1938	1
Revisions, Correspondence, and Proposals March 22, 1939	1
Revisions, Correspondence, and Proposals November 10, 1945	1
Revisions, Correspondence, and Proposals February - March 1947	1
Revisions, Correspondence, and Proposals October 1948	2
Revisions, Correspondence, and Proposals February, September 1951	2
Revisions, Correspondence, and Proposals April, September, October 1952	2

Subseries B. Faculty Bylaws - Revisions, Correspondence, and Proposals

Revisions, Correspondence, and Proposals May, November 1953	2
Revisions, Correspondence, and Proposals 1954	2
Revisions, Correspondence, and Proposals February 1955	2
Revisions, Correspondence, and Proposals April - May 1956	2
Revisions, Correspondence, and Proposals April - May 1957	2
Revisions, Correspondence, and Proposals February - November 1958	2
Revisions, Correspondence, and Proposals April, June, November-December 1959	2
Revisions, Correspondence, and Proposals March-April, October-November 1960	2
Revisions, Correspondence, and Proposals February - March 1961	2
Revisions, Correspondence, and Proposals May - December 1962	2
Revisions, Correspondence, and Proposals January - June 1963	2
Revisions, Correspondence, and Proposals January 1964	2
Revisions, Correspondence, and Proposals January, November 1966	2
Revisions, Correspondence, and Proposals 1967	2

Subseries B. Faculty Bylaws - Revisions, Correspondence, and Proposals

Revisions, Correspondence, and Proposals 1968	2
Revisions, Correspondence, and Proposals February - August 1969	2
Revisions, Correspondence, and Proposals November - December 1970	2
Revisions, Correspondence, and Proposals September 20, 1972	2
Revisions, Correspondence, and Proposals February, April-May, September-October 1973	2
Revisions, Correspondence, and Proposals 1974	2
Revisions, Correspondence, and Proposals December 1975	2
Revisions, Correspondence, and Proposals May, September-October 1976	2
Revisions, Correspondence, and Proposals September - November 1977	2
Revisions, Correspondence, and Proposals 1978	2
Revisions, Correspondence, and Proposals July 1981	2
Revisions, Correspondence, and Proposals December 13, 1984	2
Revisions, Correspondence, and Proposals 1987	2

Subseries B. Faculty Bylaws - Revisions, Correspondence, and Proposals

Revisions, Correspondence, and Proposals August 1993 2

Revisions, Correspondence, and Proposals October 1994 2

Revisions, Correspondence, and Proposals January, March, October 1995 2

Revisions, Correspondence, and Proposals April 1996 2

Revisions, Correspondence, and Proposals November 1997 2

Scope and Contents note

Committee on Development

Revisions, Correspondence, and Proposals August - September, April 1999 2

Revisions, Correspondence, and Proposals March, July 2000, February 2001 2

Revisions, Correspondence, and Proposals March, July, August, September, October 2001 2

Revisions, Correspondence, and Proposals January, April 2002 2

Revisions, Correspondence, and Proposals January, April-May, August 2003 2

Revisions, Correspondence, and Proposals January, April 2006 2

Revisions, Correspondence, and Proposals March 2007 2

Series III. Faculty Handbook

Faculty Bylaws - Digital 2000, 2006, 2003, 2010-2014, 2016	
	Carton
What you Won't Find in the Bylaws undated	2
Faculty Bylaws - Other Colleges 1984, 1986, 1991, 1993, 2001	2
Series III. Faculty Handbook	
Scope and Contents note	
As of 2007-2008 Faculty Handbooks were no longer printed and only available online in pdf format. They are saved in the Archives H: drive as of 2007-2008.	
	Carton
Faculty Handbook 1965-1966	2
Faculty Handbook 1966-1967	2
Faculty Handbook 1967-1968	2
Faculty Handbook 1969-1970	2
Faculty Handbook 1970-1971	2
Faculty Handbook 1971-1972	2
Faculty Handbook 1973-1974	2

Series IV. General

Faculty Digest undated, 1974-1978	2
Faculty Digest 1978-1980, 1981-1982	2
Facts for Faculty: A Guide to Sarah Lawrence College 1990-2002	3
The Faculty Handbook 2002-2003	3
The Faculty Handbook 2003-2004	3
The Faculty Handbook 2004-2005	3
The Faculty Handbook 2005-2006	3
The Faculty Handbook 2006-2007	3
The Faculty Handbook 2007-2015	Carton
Guidelines for the Faculty Reappointment and Tenure Process January 1994, January 1998	3
Series IV. General	Carton 3
	Carton
American Association of University Professors (AAUP) - National Chapters 1956-1968	3

Series IV. General

American Association of University Professors (AAUP) - Sarah Lawrence Chapter Meetings 1956-1957, 1961-1970 3

Controlled Access Headings**Subject(s)**

- Academic Freedom

Awards 1962-1963, 1979-1984, 2006 3

Celebrations 1999 3

Contracts and Contract Reviews 1959, 1972-1974 3

Correspondence undated, 1996 3

Eminent/Prominent Sarah Lawrence People 1978 3

Endowed and Sponsored Enrichment Funds - Annual Awards and Prizes undated, 1979, 1999 3

Faculty Forum 2015-2016

Carton

Faculty Housing 1974 3

Series IV. General

Faculty List - Books by Faculty circa 1952	3
Faculty List - General 1928, 1948, 1961, 1966-1967, 1969-2000, 2003	3
Faculty List - Elected Committees 1969-2008, 2013	3
Faculty List - Elected Committees - Ballots, Nomination Forms, and Election Results 1988, 1994-1996, 1998-1999, 2002, 2006, 2009-2010, 2014	3
Faculty List - Emeriti undated, 1961-1962, 1965-1966, 1969-1977, 1979-1980, 1983-1985, 1992-1993	3
Faculty List - Historical undated, 1966	3
Faculty List - Military Leave (World War II) 1941	3
Faculty List - Trustees (historical) 2007	3
Faculty Load 1931-1932, 1954, 1970-1971, 1974, 1987	3
Faculty Secretary 1961-1968	3
Faculty Workshops 2006-2007	3
Language Circle 1978	3
Lecture Series 196?, 1978-1979, 1981-1983, 1988	3

Series IV. General

Scope and Contents note

Includes the Science Seminar Series, Sarah Lawrence Mellon Faculty Seminars, Freshman Studies Lecture Series, and faculty panel discussions.

Retirement Information Cards 1960-1996 3

Rights and Responsibilities 1954, 1957-1959, 1969-1971 3

Salary - Discussions, Notes, Minutes, Memos, and Letters 1956, 1962, 1964-1967, 1970-1976, 1980s 3

Salary Schedule 1978-1980 3

Sarah Lawrence Journal 1965-1968 3

Sarah Lawrence Review Proposal - "Meridian" 1988 3

Sarah Lawrence Review Proposal - "One Mead Way" 1989 3

Seminar on SLC Philosophy and Values October 1960 - May 1961 3

Teacher's Union 1936-1939, 1940-1941, 1944, 1946-1949 3

Teaching Chairs 1969-1971, 1999 3

Teaching Chairs - Adda Von Brummer Bozeman Chair in International Relations 1998, 2000 3

Series IV. General

Teaching Chairs - Chair Holder Rotation 2011	3
Teaching Chairs - Christian A. Johnson Endeavor Chair in International Affairs and Middle Eastern Studies 1996	3
Teaching Chairs - Esther Raushenbush Chair in the Humanities 1968-1969, 1977, 1985, 1993, 1996	3
Teaching Chairs - Frieda Wildy Riggs Chair in Religious Studies 1998, 2000	3
Teaching Chairs - Henry Luce Professorship in Parents and Work (and Lectures) undated, 1988, 1993	3
Teaching Chairs - Ilja Wachs Chair in Outstanding Teaching and Donning undated	3
Teaching Chairs - Joanne Woodward Chair in Public Policy 1991, 1993-1995	3
Teaching Chairs - Joseph Campbell Chair in the Humanities undated, 1989	3
Teaching Chairs - Laurence and Sarah Whittemore Chair in the Visual Arts 1996	3
Teaching Chairs - Marilyn Simpson Chair for Science and Society 1998	3
Teaching Chairs - Noble Foundation Chair in Art and Cultural History 1984, 1992, 1997	3
Teaching Chairs - Roy E. Larsen Chair in Psychology 1969, 1971	3
Teaching Chairs - Sara Exley Chair in Teaching Excellence 1995-1996	3

Series IV. General

Teaching Chairs - William Schuman Chair in Music 1994

3

Teaching Lunch For Faculty 2011-2015

Teaching Workshops For Faculty 2010-2011

Carton

Tenure History undated, 1964

3

Tenure Report 1983

3