

## FAQS REGARDING SELECTING FACULTY ON THE COMMITTEE REQUEST FORM

### Not sure which faculty to submit on the Division II Request form?

Not a problem! On the committee request form, you will see:

Faculty denoted 'ON LEAVE' are on sabbatical or leave. These faculty may be unavailable immediately to serve as chairpersons, but may be able to serve as chair or member upon their return. It is possible that after you post this request a faculty member you have not listed will indicate that they are interested in working with you. In this case you will receive an e-mail letting you know of this change to your request form. Faculty who will be away next semester and unavailable to sign contracts are not listed.

	Role	Faculty	Have you talked to this person?
required	Chair	(none)	<input type="checkbox"/>
required	Chair	(none)	<input type="checkbox"/>
required	Chair	(none)	<input type="checkbox"/>
optional	Chair	(none)	<input type="checkbox"/>
optional	Chair	(none)	<input type="checkbox"/>

You can see you have to select **at least** three faculty members, and note whether or not you have spoken to the individual. **It is okay if you haven't**, there will be time before and after the 30<sup>th</sup> to follow up with faculty. It is important you meet with faculty **in person** to go over your ideas and goals for Division II.

### **If I have spoken to a faculty member and they have agreed to serve in my committee, do I need to do anything more than indicate I have spoken to them?**

Yes! As you fill out the form, you will notice this section, What else?

#### What Else?

What else do you want prospective faculty to know about you?

Words: 9, Characters: 51

If you have faculty who have committee to being on your committee, please indicate this here and be sure to also note their role (chair or member) on your committee.

### **I know which areas I want to pursue in Division II, how do I find faculty who will fit my interests?**

A great way to seek out faculty is to look at faculty bios on the Hampshire website:

<https://www.hampshire.edu/academics/faculty>

also, you can search for faculty by study areas here:

<https://www.hampshire.edu/academics/areas-of-study>

### **How do I reach out to meet with faculty who I haven't met yet?**

There are a few ways to connect with faculty. You will definitely want to meet with faculty in person. Most, if not all, faculty have office hours during the week. Some will post them on Hampedia:

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<http://www.hampedia.org>

Others will post office hours on their doors- you can find their office on the directory. Otherwise, you can email them to solicit a meeting time. Be sure to have a brief description on what your pursuits and goals on paper so you can go over it together.

Please note there will be several workshops/meet and greets and mixers held by different departments for you to meet faculty and gain more information about the process:

Workshops conducted by CASA:

### **Faculty & Student Meet & Greet**

\* Tuesday, October 4, 5:15-6:45 p.m., Jerome Liebling Gallery

### **The Ins & Outs of Division II and the Committee Request Process**

\*Tuesday, September 20, 4:00-5:00 p.m., FPH Faculty Lounge

\*Monday, September 26, 4:00-5:00 p.m., FPH Faculty Lounge

### **Ready, Set, Go: Filing your Division II**

\* Tuesday, October 25, 4:00-5:00 p.m., FPH Faculty Lounge

\* Tuesday, November 15, 4:00-5:00 p.m., FPH Faculty Lounge

### **Dance Program Open House**

There are SO many ways to dance at Hampshire and in the Five College Dance Department! Join us at 6pm in the Small Dance Studio of the Music and Dance Building to learn more, meet students and faculty, and tour the dance space!

This event is on **Monday, September 19th, 2016.**

It is held at : Small Dance Studio, Music and Dance Building

This event starts at 6:00pm.

This event is organized by : The Hampshire Dance Department

For more information E-mail [jjackson@hampshire.edu](mailto:jjackson@hampshire.edu)

### **Division II & III HACU Student/Faculty Mixer (on 9/15/2016)**

Have questions about who would make a great fit for your committee? Thinking about introducing another school of thought to your Divisional projects? Come to the Div II/III HACU mixer on September 15th, from 4:00 to 5:00 at EDH. We will have snacks!

This event is on Thursday, September 15th, 2016.

It is held at : EDH

This event starts at 4:00pm.

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This event is organized by : School of HACU

For more information E-mail [wgjHA@hampshire.edu](mailto:wgjHA@hampshire.edu)

### **Film/Photo/Video Community Meeting**

Please join the F/P/V community for our first meeting this year! This community event is a chance to learn about the program, classes, clubs, screenings, and important announcements from the film/photo/video department.

Great chance to meet faculty, professors, and other students in the program. Hear about screening series, meet other media makers, and learn about the program for the 2016/2017 year.

Pizza guaranteed.

We are meeting Thursday September 15th, 5pm-6pm in room 131 of the Jerome Liebling Center

This event is on **Thursday, September 15th, 2016.**

It is held at : Jerome Liebling Center Room 131

This event starts at 5:00pm.

This event is organized by : Members of Film/Photo/Video department

For more information E-mail [jamHA@hampshire.edu](mailto:jamHA@hampshire.edu)