Skidmore College

Faculty Development Opportunities Handbook

2013-2014

FACULTY DEVELOPMENT OPPORTUNITIES HANDBOOK
2013-14
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All **Application** and **Final Report** forms can be found online at:
http://www.skidmore.edu/fdc/forms/index.php

FACULTY DEVELOPMENT COMMITTEE – 2013-14

COMMITTEE MEMBERSHIP FOR 2013-14

- Luciane Beduschi, Music (Fall replacement)
- Alice Dean, Mathematics & Computer Science (Chair-Fall)
- James Kennelly, Management & Business (Chair-Spring; on leave Fall)
- Patricia Rubio (designate from the Office of the Dean of the Faculty and Vice President for Academic Affairs)
- Shirley Smith, Foreign Languages and Literatures
- Flagg Taylor, Government

William Tomlinson (Sponsored Research Officer), *invited guest*

INTRODUCTION

To encourage the professional development of faculty, Skidmore College provides support in a variety of ways, including money allocated through departments for equipment and travel; stipends for curricular and pedagogical workshops in the summer; and a sabbatical leave program for untenured and tenured faculty. The Faculty Development Committee (FDC) in vites applications for development grants in two grant rounds each year, one in the fall and one in the spring, and for four faculty research initiative grants of up to $3,000 each in the spring. It also review s applications for the Faculty Student Summer Research Program, which includes pedagogical, curricular, and performance activities, as well as research. In addition, the Dean of the Faculty and Vice President for Academic Affairs (DOF/VPAA) receives requests for special needs of all kinds: research and tr avel, exhibitions and performances, curricular and pedagogical initiatives.

Because faculty development funds are not intended to support faculty traveling to conferences, the Faculty Development Committe e will not normally fund the costs of reporting finished scholarship at conferences.

The DOF/VPAA also provides funds for travel to present work at professional meetings and, under some circumstances, to chair sessions, to

DISTINGUISHED FACULTY SERVICE AWARD

The Skidmore College Distinguished Faculty Service Award recognizes a faculty member at Skidmore College for special achievement in service and

FACULTY DEVELOPMENT GRANTS

FALL ROUND CLOSING DATES:

(for grant period of December 15 through August 31)

SPRING ROUND CLOSING DATES:

(for grant period of May 1 through December 31)

Faculty development grants are desi gned to help faculty begin new pr ojects, to enhance existing work in pedagogy and/or scholarship, to fund faculty trav el for independent or colla borative scholarship; to bring collaborators to camp us; or for seed money to finance appl ication for external grants. Faculty members are strongly encouraged to seek support from private foundations and governmental sources for which assistance is available through the Office of the DOF/VPAA.

GUIDELINES & PROCEDURES

1. All **financial documentation** and **itemized receipts** need to be submitted by the end of the grant period to the Office of the DOF/VPAA. The **final narrative report** should be submitted to the Office of the DOF/VPAA within one month of the end of the   grant period (no later than October 1 for grants from December through August, and February 1 for grants May through December). Failure to do so may result in advances being treated as taxabl e income and will disqualify the recipient from consideration for all future grants awarded by the FDC.

2. Requests for equipment and special materials not ordinarily covered by grants from the Committee should be directed to the appropriate academic chair, program director, and/or the Office of the DOF/VPAA. Proposals for expensive scientific equipment, for example, are better directed to the chair of the department and Offi   ce of the DOF/VPAA for inclusion in operational and capital budgets for the department.

3. Travel reimbursement may cover the cost of transportation, lodging, and food.

4. Because faculty development funds are not intended to support faculty traveling to conferences, the FDC will not normally fund the costs of reporting finished scholarship at conferences.

5. Subsidy for production or publication shall carry no obligation for repayment. It is expected, however, that grantee(s) will ac knowledge support of the College on exhibition or publication.

6. Aid cannot be applied toward reimbursement fo r work completed nor is aid to be used as honoraria for award recipients.

7. Any equipment purchased under the approved rese arch grant will remain the property of the College after the grant period is completed.

8. Projects funded by the FDC are not intended for personal financial gain. Should financial gain (profit) be realized, faculty members are strong ly encouraged to reimburse the College for the costs of the profitable enterprise it has supported.

9. Projects funded by the FDC are not in tended for hiring student assistants.

10. Proposals that involve human subjects or the use of human tissues are subject to the

are not a prerequisite to submitting a Faculty   Development Grant but are required prior to the commencement of the research.

11. The FDC will advise recipients of awards via campus mail. The Chair of the FDC will announce the awards at the December and April faculty meetin   gs and will request that the list of recipients and their project titles be entered into   the minutes of the faculty meeting.

12. Deliberations of the FDC are strictly confidential   and decisions on awards are not to be discussed with individual committee members. All inquir   ies regarding awards shall be addressed to the

http://www.skidmore.edu/fdc/inter__nal_grants/faculty-dev-grants/fa__culty-development-grant-final-report.php

CRITERIA FOR EVALUATION OF GRANT APPLICATIONS/PROPOSALS

Grant criteria are the same as those for Faculty Development Grants (page 4), with one exception. Preference will be given to proposals that enhance faculty expertise in a part of the world or with

EMERITUS FACULTY DEVELOPMENT GRANTS

FALL ROUND CLOSING DATES:

(for grant period of December 15 through August 31)

SPRING ROUND CLOSING DATES:

(for grant period of May 1 through December 31)

Emeritus faculty development grants are designed to help retired faculty begin new projects, to help faculty enhance existing profession al work, or for seed money to finance application for external grants. Applicants must qualify for retiree status according to Human Resources criteria.

GUIDELINES & PROCEDURES

1. All **financial documentation** and **itemized receipts** need to be submitted by the end of the grant period to the Office of the DOF/VPAA. The **final narrative report** should be submitted to the Office of the DOF/VPAA within one month of the end of the grant period. Failure to do so will disqualify the recipient from consideration for all future grants awarded by the FDC.

2. Travel reimbursement may cover the cost of transportation, lodging, and food. Grants may support travel to professional conferences as well as for research or consultation. PLEASE NOTE: **Original, itemized receipts for all items $10 or over must be attached to expense reports. Your credit card bill showing the total amount paid for restaurant charges is not considered adequate proof of purchase.**

3. Subsidy for production or publication shall carry no obligation for repayment. It is expected, however, that grantee(s) will ac knowledge support of the College on exhibition or publication.

4. Aid cannot be applied toward reimbursement fo r work completed nor is aid to be used as honoraria for award recipients.

5. Any equipment purchased under the approved rese arch grant will remain the property of the College after the grant period is completed.

6. Projects funded by the FDC are not intended for personal financial gain. Should financial gain (profit) be realized, faculty members are strong ly encouraged to reimburse the College for the costs of the profitable enterprise it has supported.

7. Grants may support payment to independent contra ctors, subject to IRS 1099 regulations. Such contracting is the responsibility of the grant ee and is unrelated to any college employment program (including student assistants).

8. Proposals that involve human subjects or th e use of human tissues are subject to the requirements of the College's Institutional Review Board (IRB) (IRB guidelines, FAQs and forms are available at: http://www.skidmore.edu/aca demics/CFG/irb/index.htm). Proposals that involve the use of vertebrate animals are su bject to the requirements of the College's Institutional Animal Care and Use Committee (IAC UC) (IACUC guidelines and forms are available by contacting the Office of Sponsored Research or the IACUC chairman). IRB and IACUC approvals are not a prerequisite to submitting a Faculty Development Grant but are required prior to the commencement of the research.

9. The FDC will advise recipients of awards via US mail. The Chair of the FDC will announce the awards at the December and April faculty meetings and will request that the list of recipients and their project titles be entered into the minutes of the faculty meeting.

10. Deliberations of the FDC are strictly confiden tial and decisions on awards are not to be discussed with individual committee members. All inquiries regarding awards shall be addressed to the chairperson.

CRITERIA FOR EVALUATION OF GRANT APPLICATIONS/PROPOSALS

Applicants must qualify for retiree status according to Human Resources criteria. In making awards, the FDC will first consider the excellence of the emerit us faculty development pr oposals. When proposals are comparably meritorious, and when there are insu fficient funds to support all meritorious proposals, the FDC will award grants on the basis of the following criteria:

1. Proposals will be assessed on their merit. A proposal for scholarly research or creative work will be evaluated relative to the contribution that th e project may make to its respective field. In certain instances consultants may be requested for expert advice.

2. Proposals from emeritus faculty who have not re cently received research grants will be considered more favorably than faculty who have recently been granted faculty research money.

3. Applications from emeritus facult y who have, in the past, used grant money effectively for the pursuit of scholarly or creative work will be considered in a more favorable light than applications from those who have received grants but who have not yet productively employed them.

4. Applications from emeritus faculty who have no t filed completed reports and expense forms on support the use of previous grants awarded by the FDC will not be considered.

These development grants are designed to help em eritus faculty begin new pr ojects, enhance existing professional work, or for seed money to finance application for external grants. Awards for proposals can range from very modest sums (less than $100) to support a highly specific limited need to $1,800 to support a more comprehensive design of studgmprehen.4(eVi)-2.5o7d. 9use ofSD 0 Tctus facup42 0 n th 15.46(t8(5.46(w

KRESS FAMILY CREATIVE PEDAGOGY GRANT

The Kress Family Fund for Creative Pedagogy, established by the colleagues, students, friends, and family of Susan Kress, will support an annual award of $2,000 to a faculty member who proposes a new teaching venture. As long as student engagement, creativity, and curiosity are central to the proposed enterprise, teaching is to be construed broadly here and need not be restricted to a proposal for a course. The award may support a wide variety of pedagogical practices, including technological trials, case studies, experiential learning, field work or trips, workshops, team teaching, interdisciplinary learning, student research and publications—and others yet to be imagined. The award is intended to encourage the taking of risks and to serve as both an incentive and a reward. It is hoped that the award winner will be sustained by discussions of pedagogy across the College hosted by the Faculty Network Facilitator and will share with the community, in some appropriate form, the pedagogical experience as well as the assessment of its success in promoting student engagement and learning.

Any Skidmore faculty member, whether on or off the tenure track, may apply for this award, and the application may also be submitted in conjunction with an application for a faculty development award. The Faculty Development Committee will oversee the application process and make the annual selection with the assistance of the Associate Dean of the Faculty for Personnel, Development, and Diversity.

GUIDELINES & PROCEDURES

1. Faculty may apply only for this award or may apply for this award in conjunction with an application for a faculty development award.

2. Faculty members may also apply for this award as individuals or share it as members of a collaborative team; collaborators may also come from other institutions.

3. The award may be treated as a taxable stipend or may fund expenses in support of the applicant's pedagogical agenda. If expenses are submitted, all **financial documentation** and **itemized receipts** need to be submitted by the end of the grant period to the Office of the DOF/VPAA. The **final narrative report** should be submitted to the Office of the DOF/VPAA within one month of the end of the grant period.

4. Requests for equipment and special materials

9. Any equipment purchased under the approved rese arch grant will remain the property of the College.

10. Projects funded by the FDC are not intended for   personal financial gain. Should financial gain (profit) be realized, faculty members are strong ly encouraged to reimburse the College for the costs of the profitable enterprise it has supported.

11. Although projects funded by the FDC are not inte nded for hiring student assistants, this award may be used to hire student assistants who will both aid in, and benefit from, the faculty member's proposed pedagogical initiative.

12. Proposals that involve human subjects or the use of human tissues are subject to the requirements of the College's Institutional Review Board (IRB) (IRB guidelines, FAQs and forms are available at: http://www.skidmore.edu/aca   demics/CFG/irb/index.htm).   Proposals that involve the use of vertebrate animals are su

EDWIN M. MOSELEY FACULTY LECTURESHIP

Skidmore College established this lectureship in 1957 to honor special achievement in research and/or creative work by members of its faculty. This lecture is usually held during the month of February. The list of past lecturers and their topics reflects the varied interests and disciplines of the faculty.

1958   Joseph S. G. Bolton, "New Light on Shakespeare"
1959   Miriam Benkovitz, "Fanny Burney: The Making of a Novelist"
1960   Stanley Saxton, "Music from the West Indies"
1961   Ernst Waldinger, "Tradition and Poetry"
1962   Agnes Gelinas, "Collegiate Education for Nursing"
1963   T. S. Krawiec, "An Essay on Values"
1964   Sonja Karsen, "Jaime Torres Bodet: A Poet in a Changing World"
1965   Alfrida Storm, "The Heritage of America"
1966   Everett V. Stonequist, "Race Relations and the Great Society"
1967   Henry C. Galant, "The French Doctor and the State"
1968   Edwin M. Moseley, "The Outsider as Hero and Anti-Hero"
1969   Denton Crocker, "Crayfishes, Biology and Values: A Personal View"
1970   Yu-Kuang Chu, "A Comparative Study of Language Reforms in China and Japan"
1971   Louise Elliott Dalby, "The Great War and Women's Liberation"
1972   Harry Prosch, "Cooling the Modern Mind: Polanyi's Mission"
1973   Erwin L. Levine, "The Ghost of John C. Calhoun and American Politics"
1974   Edward Hausman, "Who Says Practice Makes Perfect?"
1975   David Marcell, "An Appreciation of Henry Adams"
1976   Laurence Josephs, "The Skidmore Poems: A Retrospective"
1977   Darnell Rucker, "The Substance of the Self"
1978   Alan Brody, "Courtships, Bar Mitzvahs and Other Things"
1979   Ruth Lakeway, "La Lirica de Camera: The Twentieth Century Renaissance of the Italian Art Song"
1980   Robert Boyers, "Confronting the Present: Politics, Fiction, Autobiography"
1981   Earl Pardon, "Retrospective Exhibition"
1982   Kenneth G. Johnson, "The Elusive Strand--an Exercise in Paleogeography"
1983   Mary Ellen Fischer, "The Politics of Leadership in a Small Communist State: Nicolae Ceausescu and the Romanian Communist Party, 1965-1982"
1984   George C. Green, "What Has Sound to do with Music? (A Composer, A Composition, Some Ideas—An Illustrative Lecture)"
1985   William Brynteson, "Historicism, Manuscripts and Edward I of England"
1986   Thomas S. W. Lewis, "To Do, To Be, To Suffer: The Memoirs of Ulysses S. Grant"
1987   Harry F. Gaugh, "Edges"
1988   William S. Brown, "Ecology, Populations, and Rattlesnakes: A Decade of Field Research"
1989   Regis C. Brodie, "The Creative Process: An Artist's Point of View"
1990   Carolyn Anderson, "The Living Newspaper: Evolution and Revolution"
1991   Regina M. Janes, "Beheadings in Progress"
1992   Tadahisa Kuroda, "How to Elect the President: Answers from the Early Republic"
1993   Terence Diggory, "Collaborative Creation: The Case of Oranges"
1994   Charles M. Joseph, "The Fictional Stravinsky: Unmasking the Icon"
1995   Charlotte Goodman, "Literary Biography: Fashioning a Female Subject"
1996   David Domozych, "The Life of a Plant Cell: Building and Holding the Fort"
1997   Ralph Ciancio, "Seeing What Nabokov is Saying"
1998   Sheldon Solomon, "Grave Matters on the Role of Death in Life"
1999   Jeffrey O. Segrave, "The Modern Olympic Games"
2000   Susan S. Lehr, "Barbarous Women and Invisible Children: Evolution of a Researcher's Research"
2001   Mary Ann Foley, "Sharing a Fascinating Journey:

2004   Roy Rotheim, "J. M. Keynes and the Struggle for Genius"

LEAVES OF ABSENCE

The FDC has primary responsibility for evaluating applications for both pre- and post-tenure sabbatical leaves; however, your department chair must approve applications before submission to the FDC and must provide a departmental plan for the period of the sabbatical leave to the DOF/VPAA's Office. Please provide your department chair with the depart mental plan prior to the deadline, giving the chair adequate time to prepare his/her letter of support

The deadlines, eligibility requir ements, and procedures follow.

Applications for both pre- and other tenure full year   sabbaticals and sabbatical enhancement applications must be submitted to the Office of the DOF/VPAA by   .

Applications for both pre- and other tenure one semest er sabbaticals must be submitted to the Office of the DOF/VPAA by   .

(From 2013-14 Faculty Handbook, Part One, Section XII (A)):

A. SABBATICAL LEAVES OF ABSENCE

1. *Purpose*

   Sabbatical leaves of absence are gran8r5t1-2..5( )]Tcal

3. *Procedures*

   a. Application

      i. Application should be made on forms available through the Dean of the Faculty/Vice President for Academic Affairs.

      ii. Plans should be discussed with the Chair of the department at least two weeks prior to submission of application.

      iii. In addition to the application form, applicants must provide a brief statement of purpose, together with a detailed plan of work to be pursued, a brief statement of prospective value of the project, and plans for publication or exhibition.

      iv. For full-year sabbatical le aves, applications must be re ceived by the Dean of the Faculty/Vice President for Academic Affairs no later than October 15 th of the academic year preceding the desired leave. For one-semester sabbatical leaves, applications must be received by January 15th of the academic year preceding the desired leave. The Dean of the Faculty/Vice President for Academic Affairs' Office will transmit one copy to the Chair of the Fa culty Development Committee.

   b. Consideration

      i. On or before either October 15 th or January 15th (whichever date pertains) of the year preceding the intended leave, the applicant' s Chair should submit to the Dean of the Faculty/Vice President for Academic Affairs an evaluation of the project together with an explanation of departmental arrangements for the applicant's absence. The Dean of the Faculty/Vice President for Academic Affair s' Office will transmit a copy to the Chair of the Faculty Development Committee.

      ii. Applications will be considered jointly by the Dean of the Faculty/Vice President for Academic Affairs and the Faculty Development Committee. The Dean of the Faculty/Vice President for Academic Affairs makes recommendations to the Board of Trustees for final approval.

      iii. Applicants and their departmental Chairs will be notified by November 15 th or March 1st (whichever date pertains) of the academic year preceding the leave.

   c. Reporting

      i. Major changes in objectives after the le ave has been granted must be reported and may be made only by agreement with the Dean of the Faculty/Vice President for Academic Affairs. Petition for such change must be made in writing.

      ii. Upon completion of the leave, a final report shall be sent to the Dean of the Faculty/Vice President for Academic Affairs and the Chair of the department, not later than April 15 th in the case of first-semester leaves and Novemd on ws 8.16 .0017 Tc 0 Tw (th)

4. *Criteria for Evaluating Proposals*

In evaluating applic ations, the following will be considered:

a. the worth of the project;

b. length of service without leave;

c. ease of departmental arrangements;

d. financial condition of the College;

e. benefit to the individual and the College;

f. the individual's fulfillment   of obligations regarding any previous sabbaticals as outlined in paragraph 3, c, iii above.

5. *Sabbatical Salaries*

The stipend for sabbatical salaries is one-half

1. Statement of purpose: a detailed plan of work to be pursued and an explanation of the prospective

The faculty member must submit a final report to the Office of the DOF/VPAA and the chair of the department not later than April 15 in the case of first-semester leaves and November 15 in the case of second-semester or full-year leaves.

http://www.skidmore.edu/fdc/leave   s_of_absence/sabbaticals/application-for- sabbatical-leave.php

http://www.skidmore.edu/fdc/leaves_of_absence/sabb

THE RALPH A. CIANCIO AWARD FO

d. interacting with students in the classroom   and in the office, encouraging curiosity and enthusiasm for learning, inviting, between fac ulty and students, collaborative learning and scholarship;

e. providing teaching excellence at different levels   of the curriculum (e.g., introductory classes, advanced classes, etc.).

NOMINEES' RESPONSIBILITY

1. Each nominee for the Ciancio Award should submit the following items to the FDC, to help provide as full a picture as possible of the nomin ee's contributions as a teacher at Skidmore:
   a. current CV;
   b. five years of teaching evaluations.

http://www.skidmore.edu/fdc/awards/ciancio/ciancio-application.php

FACULTY RESEARCH INITIATIVE GRANTS

The FDC invites your proposals for the Faculty Research Initiative Gr ant Program. The deadline for applications is **Friday, January 31, 2014.**

PROGRAM

The Skidmore College Faculty ResearchInitiative Grant Program was established to encourage significant scholarly, curricular, and pedagogical efforts beyond what is funded through Faculty Development Grants. In the spring, the FDC will make four awards of up to $3,000 each. The grant period will be between four to twelve months from start to finish. A final report on the project describing the results and significance of the work accomplished, as well as an expens e report, is due at the close of that period.

The Faculty Research Initiative Grant is a competitive program open to fu ll-time faculty elig ible to return to Skidmore College for 2014-2015.

APPLICATION INSTRUCTIONS

1. **ONLINE APPLICATION FORM:** http://www.skidmore.edu/fdc/int ernal_grants/res-initiative-grants/faculty-research-grant-application.php

2. Attach a typed statement of up to five pages, do uble-spaced, describing the project in language understandable to the non-specialist. Include info rmation concerning (a) the significance of the project, (b) the goals, (c) your background and pr evious research experience as it applies to the goals of this project, (d) a protocol/timetable de scribing how the project will be accomplished and setting the time period of the grant, and (e) plans for publication of project results.

3. Supply current curriculum vitae.

4. Attach a one- to two-page budget which itemizes the expenses of the project, including price quotations for major items such as equipment, trav el, etc. The Faculty Research Initiative Grant may not be used for compensation or for honoraria. Provide information about other grant sources, both internal and external, that are being used in this project or have been requested for this project.

5. Failure to provide required materials will disquali fy the candidate from consideration for a Faculty Research Initiative Grant.

6. A Final Report should be submitted to the Office of the DOF/VPAA within one month of the end of the grant period. Failure to do so may result in advances being treated as taxable income and will result in disqualification from future grant opportunities.

http://www.skidmore.edu/fdc/internal_grants/res-initiative-grants/faculty-research-grant-application.php

http://www.skidmore.edu/fdc/internal_grants/res-initiative-grants/faculty-research-grant-final-report.php

FACULTY STUDENT SUMMER RESEARCH PROGRAM
SUMMER 2014

PROGRAM

The Faculty Student Summer Research Program, initially funded in part by the W. M. Keck Foundation, enables teams of Skidmore faculty and students to engage in significant projects over ten-, eight- or five-week periods during the summer. The project sh ould be closely related to the faculty member's curricular, pedagogical, sc holarly, or creative interests and sh ould be planned and executed by the student and faculty member working together. Projects should ensure good student learning outcomes.

Projects:
- May be collaborative but could also incl ude other kinds of mentoring experiences
- May advance the research agenda of the faculty member
- May be student-initiated

The project should be defined in such a way as to permit completion of a substantial portion of the project by the end of the research period. Particip ants in this summer research program are expected to work from campus for the duration of the program. However, if remote off-site work is required, a project may involve time spent at another location (e.g., as part of field work for data collection purposes). In this case, the proposal must include a rationale for this special request.

Each team will give an oral report on the planned project, explaining goals and methods, early in the period; participate in a discussion about the Faculty Student Summer Research Program in early July; and submit a final report, demonstration, poster, ex hibition, or other appropriate activity on progress and achievements at the close. If the project invo lves time spent at another site(s), participants are required to attend the opening and closing summer se ssions. A final written report is due from both the student and faculty member no later than September 15.

AWARDS

1. Each faculty participant on a ten-week program will receive a stipend of $2,000; $1,600 for the eight-week program; $1,000 for th e five-week program. Depending on the level of external funding for a given project, faculty may receive a portion of the stipend or none at all.

2. Each student participant on a ten-week program will be paid $2,500; $2,000 for the eight-week program; $1,250 for the five-week program. All students will receive free room and board on Skidmore's campus for the duration of the progra m. Because the program emphasizes the sharing of ideas and experiences, students are strongly urged to live on campus. In exceptional circumstances, students may be granted permission by the FDC and/or the Associate Dean of the Faculty for Personnel, Development, and Diversity to live off campus (in such cases the students will have to provide for their own housing). Whether living on or o ff campus, students are expected to participate in all Faculty/Student Research group activities.

3. Faculty may apply for funds to purchase supplies and equipment of modest cost (not more than $750). Faculty may also request funds to pay fo r the costs of travel to conferences where faculty/student teams will report the results of their research or further costs of printed publication. The FDC budget for su ch costs is limited, and faculty are urged to use departmental funds as well to help pay for their costs.

4. Faculty will not receive a stipend if they are funded by an outside source during the period of the Faculty Student Summer Research Program unless the level of salary funded by the outside source is less than that provided by this program. In such a case the faculty member may request supplementary salary up to the level specified ab ove. However, faculty receiving a Faculty Student

The Final Report, submitted online, will consist of the following:

1. An itemized expense form and receipts for expendit ures that supported the work of the project.

2. A brief written summary of the research completed during the grant period.

ONLINE <u>FACULTY</u> FINAL REPORT:
<u>http://www.skidmore.edu/fdc/faculty_student_su   mmer_research/summer-re search-faculty-final-report.php</u>

ONLINE <u>STUDENT</u> FINAL REPORT:
<u>http://www.skidmore.edu/fdc/faculty_student_su   mmer_research/summer-re search-student-final-report.php</u>

SCHUPF SCHOLAR PROGRAM
SUMMER 2014

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<u>PROGRAM</u>

The Schupf Scholar Program will provide funding for Skidmore students to undertake science research, in collaboration with a faculty member, during the   summer following the students ' first or second year on campus and through the following academic year . All freshman and sophomore students will be eligible to apply to the program, but selection will   be competitive, with applications evaluated by the FDC.   Applications will be judged on the pote ntial of the student to undertake a successful collaborative research proj

AWARDS

1. Each faculty participant will be   given a stipend of $3,000.

2. Each student participant will be paid $3,000 an

http://www.skidmore.edu/fdc/faculty_student_   summer_research/APPLICATION-SCHUPF-COVER-

4. All **financial documentation and itemized receipts** for the summer portion of the program need to be submitted to the Office of DOF/VPAA by th e end of the summer program. All additional program expenses need to be submitted to the Office of the DOF/VPAA by May 15. A **Final Report** must be submitted to the Office of the DOF/VPAA by _____ **of the year** following the summer research period. Each faculty member and student must submit one report for each award. Failure to file a final report may result   in advances being treated as ta xable income and will disqualify

OFFICE OF THE DEAN OF THE FACULTY/VICE PRESIDENT FOR ACADEMIC AFFAIRS

INTRODUCTION

Contacts for the Office of the Dean of the Faculty and Vice President for Academic Affairs: Beau Breslin (Dean of the Faculty and Vice President for Academic Affairs), Patricia Rubio (Associate Dean of the Faculty for Personnel, Development, and Divers ity), and William Tomlinson (Director of Sponsored Research).

TRAVEL-TO-READ & TRAVEL-TO-REPRESENT PROGRAMS

DEPARTMENT TRAVEL FUNDS

Skidmore College's support for prof essional travel is an invaluable component of its commitment to faculty development and one of which faculty should take advantage. Its resources are limited, however, and require responsible action. Reimburse ment for travel to speak at another college or university should normally be provided by the host in stitution, just as Skidmore usually covers expenses of those who Skidmore hosts. The Office of the DOF/VPAA will, of course, be attentive to rationales provided by applicants for aid.

Increased faculty requests (sometimes multiple requests) for support an d the rising costs of travel and registration have placed heavy demands on the budget s for these programs. They require that we live within our means so that we can promote equity, cont rol costs, and administer these funds efficiently, and insure funding for other kinds of faculty deve

Faculty should observe the College's current travel policies available on-line:
http://www.skidmore.edu /administration/finser v/Accounts%20Payable/SKIDMORE%20COLLEGE%20TRAVEL%20POLICY%201204.doc

Please make sure you read the description of the Travel-to-Read and the Travel-to-Represent Program policies before submitting your proposal.

Remember that you must make your own travel arrangements following the Skidmore College Travel and Entertainment Policies.

Faculty members are responsible for completing and su bmitting an Expense Report Form, accompanied by receipts for meals, lodging, transportation, and othe

reported as income to the traveler. Under the accountable plan, travel advances and reimbursement of expenses must meet three requirements:

- They must have paid or incurred deductible expenses while performing services as your employees.
- Travelers must provide a statement substantiating the amount, time, use and business purpose of expenses within a reasonable amount of time (not to exceed 60 days) after the expenses are incurred. Original detailed receipts must be attached to the statement.
- Employees must return any advance amounts in excess of substantiated expenses within a reasonable period of time (not to exceed 60 days).

If an employee does not substantiate expenses and/ or return any excess advance within a reasonable period of time (60 days), this amount must be treated as if it were paid under a non-accountable plan and must be treated as salary, subject to withholding, on the employee's Form W-2.

In order for business travel expense reimbursements to remain tax-free to the employee, the policies and procedures that follow must be adhered to.

SALES TAX AND BUSINESS VISA CARD

Skidmore College is a tax exempt organization. NYS requires vendors to allow for tax exempt purchases only when someone is paying with check, debit card or credit card from the tax exempt organization. If paying with a personal check or personal credit/debit card, vendors are instructed by NYS to charge sales tax. Skidmore offers a Business Visa card to eligible employees that travel on behalf of the College and will not reimburse sales tax to employees for sales tax paid to local vendors. This includes restaurants, department stores and Enterprise rent a car.

The Business Visa Card and the College tax exempt certificate should suffice for vendors to honor the College tax exempt status. Tax exempt certificates are available on the Financial Services web page or in the Accounts Payable office. Many departments also have a supply of the certificates as well.

For additional information about the Business Visa Card, please visit the Financial Services home page.

MODES OF TRAVEL

The most cost effective mode of travel should be used based on itinerary.

- *Air Travel*

  - Southwest Airlines is the preferred airline.
  - Appropriate for travel beyond a 200-mile radius from campus.
  - Arrangements should be made through the Skidmore travel on-line website at (http://www.skidmore.edu/administration/travel/) with your corporate visa card, not your departmental purchasing card (We encourage use of the corporate card because the College receives a rebate based on the total volume of the card usage).
  - If you find a more economical flight outside of the Skidmore Travel website, please book it and forward a copy of the itinerary to the Purchasing office to be logged into our travel database
  - Coach travel only (otherwise individual covers incremental cost).
  - Personal excess baggage charges, flight insurance, etc. are not reimbursed.
  - The College is not responsible for costs associated with lost luggage (In extenuating circumstances, please discuss with your Supervisor or Chair).
  - Credit card bill is mandatory for airline ticket reimbursement prior to trip.

- *Personal Automobile*

  When employees use their own vehicle on author

- *Sales Tax Exemption (hotel rooms)*

  - Exempt from sales tax in New York, Florida, Massachusetts, New Jersey and the city of San Francisco.
  - Obtain appropriate forms from Accounts Paya ble or from Purchasing web page (NY only).
  - Some states accept NYS exemption; check with vendor.

- *Meals, Alcoholic Beverages and Incidentals*

  - Actual cost of meals and incidentals up to an average of $60 per full day is reimbursed.
  - For partial days, allowance is $10 breakf ast, $15 lunch, $30 dinner, $5 incidentals.
  - For High Cost Areas* an additional $20 per day is reimbursable.
  - If conference fees include meals, daily a llowance is reduced accordingly (see above).
  - Entertainment expenses (meals for guests) should be reported separately.

  The general College policy is not to reimburse for alcoholic beverages. If incurred, payments for alcoholic beverages should be billed separately an d paid for by the employee directly and are not eligible for reimbursement. An exception is allowed only in special circumstances for certain donor, advancement, recruitment, vi siting artists/lecturers, visiting external reviewers, and similar purposes, determined in advance by the Cabinet member responsible for approving the expense.

  Note: If the cost exceeds the above guidelines - Director or Chair must approve:
  - Reimbursable incidentals include such things as tips, brief phone calls home, and laundry.
  - Personal hygiene items, child care, etc. are not reimbursed.
  - Personal entertainment (movies, games, etc.) are not reimbursed.
  - Child care is not reimbursed.

  In an effort to promote a healthy lifestyle, we wi ll reimburse health club fees if the hotel that you are staying at does not have a fitness room for use free of charge.

OTHER ITEMS

- *Cash Advances*

  - Cash Advance must be approved by supervisor, Director or Chair.
  - $25 dollar minimum; over $1,000 must be pre-approved by Vice President or Dean.
  - Request made on standard "Check Request Form" with purpose and dates of trip.
  - Cash obtainable up to $250; otherwise check (Tuesday request issued Friday).
  - Previous advances must be cleared before new advance is issued. Advances must be cleared within thirty-days after returning from your trip.

- *Reporting and Approval of Expenditures*

- *International Travel*

  - Please use your Skidmore Business VISA corporate card whenever possible.
    PLEASE CALL: 584-5844 ext 2285 to let Adirondack Trust know:
    (1) each time a cardholder is going to make reservations from an over-seas merchant
    (2) each time a cardholder begins and ends a trip overseas

  - Include your credit card bill wi th your expense report (this enables exchange rates to be handled efficiently); for cash transact ions, please include exchange rates.

- *Exceptions to the Policy*

  - Exceptions must be recommended by the appropri ate Dean or Vice President (in such cases, please submit written explanation with Trav

- Exceptions must be recommended by the President or appropriate Dean or Vice President (in such cases please submit written explanation to Accounts Payable), but final disbursement authority rests with the Office of Financial Services.

NYU FACULTY RESOURCE NETWORK

The Faculty Resource Network is a faculty enrichment co nsortium of forty-one smaller liberal arts colleges and universities and New York University. The Network has been in existence since 1984 and serves all faculty members from member institutions and affiliat ed consortia. Programs are broad-based and wide-ranging, addressing topics in the humanities, natu ral sciences, social sciences, education, and new technology.

NOTES ON PREPARING PROPOSALS FOR EXTERNAL FUNDING

INTRODUCTION

At Skidmore College, faculty and academic departments are encouraged to seek external funding to support individual and in stitutional research and other sponsored program activities including infrastructural and curricular develo pment, training, and service programs. Sponsors can be state or federal agencies, foundations, nonprofit gr oups or private sector entities.

External support contributes to the development of an expanded resource base for the College, enhances institutional and individual recognit ion, and is a critical component to enhanced faculty/student intellectual development and advancemen t. Proposals can be individually initiated, part of a departmental, interdisciplinary, or inte r-institutional collaboration or the result of an institutional initiative.

WHO TO CONTACT

The Sponsored Research Office (SRO) a division of the Office of the DOF/VPAA, is a service unit that assists college faculty, staff and students in their research and creative endeavors. The SRO is responsible for coordinating and st imulating research a1.1557 T012 Tc vfad.3772 0 3e(bwint)7.7(e).g to

SUBMITTING A PROPOSAL

Before a proposal may be forwarded to a sponsor, it must receive administrative approval. Your proposal will be reviewed by appropriate admini strative personnel for completeness (i.e., have the grantor requirements been met and is the proposal st ructured as directed by the program guidelines), accuracy (i.e., is the budget adequate to accompli sh the proposed tasks, are the proper rates used, does the budget calculate properly) and compliance with applicable College, sponsor, state and federal guidelines.

In order to facilitate the administrative review process, a Statement of Commitments and Proposal Approval form has been developed to insure that a proposal is properly routed, reviewed and approved by all required parties. The Proposal Approval form is an internal document and should not be submitted to the sponsor. One co py of the proposal, with a final budget, and the completed Proposal Approval form should be on file in the SRO at leas t seven working days prior to the due date of your proposal.

If submission of paper copies of the proposal is required by the sponsor, the PI is responsible for the timely submission of these documents. The SRO is responsible for the electronic submission of proposals unless sponsor guidelines specify submission by the PI.

PROPOSAL PREPARATION

> *There is no grantsmanship that will turn a bad idea into a*
> *good one, but there are many ways to disguise a good one.*
> *William Raub, Former Deputy Director, NIH*

A good proposal has at its core a good idea. It takes considerable time and effort, however, to develop a good idea into a solid proposal, and it may take multiple submissions to refine the proposal prior to receiving an award. In general, be prepared to address the following qu estions as you develop a concept paper (generally required for foundations) or proposal:

-

- Title Page

  The Title Page should include the project title, the name of the agency to which the proposal is being submitted, desired start and completion dates, name of the Principal Investigator and his or her departmental affiliation and the name and address of Skidmore College as the applicant institution.

- Abstract

  The abstract follows the title page and provides the reader with the first view of the project. It is important that it be carefully written as it will set the stage for the rest of the proposal.

- Institutional Description

  Provide a brief description of Skidmore, its history and programs as they pertain to the proposed project.

- Project Narrative

  The main body of the proposal should clearly describe what you propose to do and how you will carry it out. This section should include the following components:

  - *Need for the Project;*
  - *Project Objectives and Rationale;*
  - *Project Design;*
  - *Feasibility of the Project; and*
  - *Project Timeline.*

- Project Evaluation and Dissemination

  Many sponsors require a plan to evaluate the success of the project and plans for the dissemination of results.

- Description of Available Resources

  Include current curriculum vitae for all professional personnel critical to the completion of the proposed project. Describe the availability and adequacy of the existing equipment and facilities

Indirect Costs - The federally negotiated indirect cost rate for Skidmore College is 63% of direct salaries and wages. Indirect costs are those costs incurred by the institution in the course of conducting the sponsored activity. These costs include administrative services (incl., Purchasing,

SKIDMORE COLLEGE ~ POLICY FOR EXTERNAL INSTITUTIONAL GRANTS

This information is meant to complement the prec eding "Notes on Preparing Proposals for External Funding" and key material on sponsored research and faculty-originated institutional grants that may be found on the Office of Sponsored Research and the Foundation and Corporate Relations web sites (http://www.skidmore.edu/sponsored_research/ and http://cms.skidmore.edu/foundations/). In particular, "Notes on Preparing Proposals for External Funding" contains specific information about idea development and proposal preparation. The focu s here is more general, and pertains mainly to institutional grants that arise as a result of RFPs (requests for proposals) or as initiatives of the president, vice presidents, or deans, although it relates as well to faculty- originated grants with a departmental or institutional focus.

INTRODUCTION

The College seeks external funding, particularly from foundations, to advance key institutional

Also, by virtue of their resources, both financia l and scholarly, leading foundations are engagedTION s

FACULTY RESPONSIBILITIES

1. People on project development committees are responsible for keeping their colleagues informed of their work.

2. People whose departments are involved in a funding opportunity, but who do not serve on the development committee, are responsible for keeping themselves abreast of proposal/project developments. "Keeping abreast" includes the respon sibility to make one's voice heard if one is unhappy with the direction in wh ich the proposal is moving.

3. Once a proposal has been funded, faculty members are responsible for supporting the work their colleagues have performed in developi ng/creating the successful project.

ADMINISTRATION RESPONSIBILITIES

1. Notify all members of involved departments/programs about grant opportunities. Notify the community at large, at least via regula r communication with Academic Staff, of grants the College is pursuing.

2. Involve representatives from appropriate departments/programs/offices in program/proposal development.

3.

ADDITIONAL FACULTY OPPORTUNITIES THROUGH THE DEAN'S OFFICE

NEW YORK SIX TEAGLE GRANT – COLLABORATIVE BLENDED LEARNING

The New York Six Liberal Arts Consortium invites faculty from all six member institutions to submit proposals for collaborative blended learning projec ts to be developed and implemented for the Fall 2014 semester/term.

Project Goals

The New York Six Blended Learning Project seeks to provide faculty with the opportunity to explore new pedagogical approaches in partnership with faculty on at le ast one other consortium campus. Through this project, we anticipate that faculty will acquire new skills , that student learning outcomes will improve, and that the incorporation of new pe dagogy may help faculty meet the challenge of competing demands on their time.

Grants

Participating faculty will be asked to make a two-year commitment to the project, for which they will receive a stipend of $5,000 per year, training in blended learning techniques and appropriate technology applications (in colla boration with an educational technologist), and three project workshops (tentatively scheduled for May 2014, January 2015, and September 2015).

Projects approved for the New York Six Blended Le arning Project will follow one of two possible approaches:

- The first will target comparable classes on two or more campuses, with a faculty member on each campus leading the course discussions wth his/her students, and all classes utilizing common online elements. We anticipate that faculty members will work together to develop the online elements, resulting in a team-taught, blended course at each participating school.

- The second option will provide faculty with th e opportunity to develop a blended learning course that will be offered across two or more campuses, but which is not team-taught. In this approach, students on the remote campus(es) will experience the face-to-face interaction in the course as a combination of videoconferences and occasional in-person meetings with the instructor.

Initial Proposal

Interested faculty should submit a proposal cover sheet (attached) and general description of the project (250-500 words). Those materials should be submitted to the New York Six Consortium by December 1, 2013. A review committee will respond by January 3, 2014, inviting full proposals from approved submissions. Full proposals will be due March 1, 2014 and acceptance will be conveyed to faculty by April 1, 2014.

Full Proposal

Complete proposals, including supporting documents, should be submitted as a Word document attachment via email to Amy Cronin, Executive Director of the New York Six, at acronin@newyork6.org. Proposal preparation questions may be directed to her as well.

The narrative of the proposal should be a maximu m of five pages (double-spaced, 12-point font, one-inch margins).

<u>Narrative Components</u>

- Cover Page
    - o Project title
    - o Institutions involved
    - o Name(s) of faculty submitting request
    - o Title(s), department(s), mailing address
    - o Email address(es), phone number(s)
- Introduction
    - o Goals and anticipated outcomes
    - o Justification
    - o Consistency with program objectives
- Project Description
    - o Activities
    - o Timetable for activities
    - o Qualifications of project leaders related to specific proposal
    - o Collaborative nature of the proposal
- Evaluation and dissemination
    - o State how the success of the project will be evaluated.
    - o State how the project results will be disseminated within New York Six and on the campuses of the participating faculty. E.g.,   posting results on New York Six and campus web sites; presenting findings at camp us symposia, faculty meetings; presenting findings at professional conferences or meetings.
    - o <u>Institutional approval:</u> Proposal should include a letter of support from the Academic

NEW COURSE CREATION GRANTS SUPPORTING GOAL II OF THE STRATEGIC PLAN

The Office of the Dean of the Faculty and Vice President for Academic Affairs has funds available for faculty to create new courses that support our institut ional priorities around Goal II. Over the course of the 2013-2014 academic year, six mini-grants in the amount of $4,000 will be awarded to faculty members. Priority will be given this year to course proposals that focus on the topics of socioeconomic class/poverty and/or sexual orientation. All faculty ar e encouraged to apply. There is no deadline for submissions of proposals; they will be reviewed on a rolling basis.

Faculty members wishing to apply shall submit a brie f (one or two page) proposal to the Dean of the Faculty and Vice President for Academic Affairs describi ng the course that will be developed. Once the proposal is approved, the sum of $1,000 will be di stributed to the faculty member. An additional

ADDITIONAL FACULTY OPPORTUNITIES THROUGH OFF-CAMPUS STUDY & EXCHANGES

Details about each of these programs and the proposal process and deadlines are available on the Office of Off-Campus Study & Exchanges (OCSE) Web site http://cms.skidmore.edu/oc se/faculty/opportunities. Proposals and applications should be submitted to the Director of OCSE.

FIRST-YEAR EXPERIENCE IN LONDON

Each fall two faculty members have the opportunity to serve as on-site director s of Skidmore's First-Year Experience in London. Each faculty director teache s a Scribner Seminar, developed for the program and specific to London; students take additional Skidmore-specific courses at the IES London Center. Faculty interested in serving as the direct or of Skidmore's First-Year Experien ce in London should review the program proposal guidelines (available on the OCSE web site) and should notify the Director of Off-Campus Study & Exchanges. OCSE typically announces available FYE in London program opportunities two years in advance of the program dates. Appointments are made after consultation and review by the Director of OCSE, the Director of the First-Year Experience, the Office of the Dean of the Faculty and Vice President for Academic Affairs, and the appropriate department Chair(s).

PARIS FALL SEMINAR

One faculty member has the opportunity to direct a pr ogram in Paris during each fall semester. The Paris Fall Seminar is aimed at students with little or no French language background. The Seminar Director teaches two courses in his/her discipline that use Paris as a backdrop, are taught in English, and are developed specifically for the progra m. Students take two additional courses, one in language and one in culture. All courses are taught at the Skidmore prog ram center. Faculty interest ed in serving as the Seminar Director of the Paris Fall Seminar program should review the progra m proposal guidelines (available on the OCSE Web site) and should notify the Director of Off-Campus Study & Exchanges. OCSE typically announces available Paris Fall Seminar opport unities two years in advance of the program dates. Appointments are made after consultation and review by the Director of OCSE, the Office of the Dean of the Faculty and Vice President for Academic Affairs, the Resident Director of the Skidmore in Paris program, and the appropriate department Chair(s).

FACULTY-LED TRAVEL SEMINARS

A limited number of faculty-led travel seminars take place each year during the winter, spring, and summer breaks. Opportunities can be stand-alone pr ograms or can be linked to a semester-long on-campus course. Faculty interested in delivering an off-campus travel seminar should review the program proposal guidelines (available on the OCSE Web site) and should notify the Director of Off-Campus Study & Exchanges. OCSE typically announces available oppor tunities two years in advance of the program dates. Appointments are made after consultation and review by the Director of OCSE, the Advisory Committee on Off-Campus Programs, and the Office of the Dean of the Faculty and Vice President for Academic Affairs.

SITE EVALUATION OPPORTUNITIES

The Office of Off-Campus Study & Exchanges offers faculty the opportunity to evaluate Skidmore and non-Skidmore off-campus programs that are approved by th e faculty's department. OCSE may also be able to provide some funding for faculty who will be travelin g abroad for other purposes (conference attendance, etc.) and who will be willing and able to visit a lo cal program while they are already abroad. Program reviews make up part of a comprehensive off-campus program evaluation plan, the goals of which include reviewing academic quality of Skidmo re's portfolio of programs. OCSE wi ll announce site evaluation needs as they become available. Acade mic departments and programs may also suggest sites that merit evaluation based on student feedback or the need to address an academic concern. The Advisory

Committee on Off-Campus Programs (ACOP), a CEPP sub-committee, reviews all nominations and makes final decisions regarding annual evaluation participation. Chairs and program directors should contact the Director of OSCSE for more information.