Skidmore College

Faculty Development Opportunities Handbook

2015-2016

FACULTY DEVELOPMENT COMMITTEE – 2015-16

COMMITTEE MEMBERSHIP FOR 2015-16

- Maria Lander, World Languages and Literatures (Spring 2016)
- Ela Lepkowska-White, Management and Business
- Greg Pfitzer, American Studies (Chair)
- Crystal Moore (Designate from the Office of the Dean of the Faculty and Vice President for Academic Affairs)
- Rachel Roe-Dale, Mathematics and Computer Science
- Shirley Smith, World Languages and Literatures (Fall 2015)

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) invites 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 reviews 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 travel, exhibitions and performances, curricular and pedagogical initiatives.

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.

The DOF/VPAA also provides funds for travel to present work at professional meetings and, under some circumstances, to chair sessions, to serve as panelists, or to attend conferences – the former supported by the Travel-to-Read Program and the latter by the Travel-to-Represent Program.

FACULTY DEVELOPMENT GRANTS

INTERNATIONAL FACULTY DEVELOPMENT SEMINAR GRANT

Application Deadline: **Friday, October 2, 2015**
(Grant Period May 1 through August 31, 2016)

FDC will offer one annual award of $3,000 to support faculty participation in a summer Council on International Educational Exchange (CIEE) International Faculty Development Seminar. The summer 2016 program features many seminars in diverse geographic regions including Africa, Asia, Europe, Latin America and the Middle E(a)-82.6(hro)-9.(g) (pe)-12.2(,)-9/(A)-3 Lhe s r(n)0.8(7(L)j)-8.2(ph)0.9(i)-7.1

10. 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.

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EDWIN M. MOSELEY FACULTY LECTURESHIP

CLOSING DATE: Friday, October 16, 2015

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

3. Procedures

    a. Application

        i.

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1. Statement of purpose: a detailed plan of work to be pursued and an explanation of the prospective value of the project including plans for publication, exhibition, performance, innovation in pedagogy, preparation of new courses, or modification of existing courses.
2. A letter from the applicant's chair appraising the value of the project for the applicant's professional development and **indicating what provisions have been made to cover the applicant's absence.**

C. FULL-YEAR SABBATICAL ENHANCEMENT AWARD

CLOSING DATE: **Thursday, October 15, 2015**

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.

FORM: ONLINE SABBATICAL OR PRE-TENURE LEAVE APPLICATION
http://www.skidmore.edu/fdc/leaves_of_absence/sabbaticals/application-for-sabbatical-leave.php

FORM: ONLINE SABBATICAL OR PRE-TENURE FINAL REPORT
http://www.skidmore.edu/fdc/leaves_of_absence/sabbaticals/final-report-form-for-sabbatical-leave.php

THE RALPH A. CIANCIO AWARD FOR EXCELLENCE IN TEACHING

CLOSING DATE: Friday, February 19, 2016

The Ralph A. Ciancio Award was established in 2000 in honor of this distinguished faculty member in the English Department of Skidmore College. This annual award recognizes a faculty member at Skidmore College for excellence in teaching. The FDC welcomes nominations and will evaluate the qualifications of nominees on the basis of criteria such as teaching rigor, effectiveness, motivation, knowledge of subject matter, and overall dynamism. Nominees must be tenured or be a writer-in-residence, an artist-in-residence, or a senior teaching associate with at least five years of teaching experience at Skidmore College. Though recipients of this award should be selected primarily on the basis of individual merits, consideration may also be given to 'fair distribution' issues. These include the desire for diversity of discipline, gender, and ethnic background.

Past recipients include:

2001-02: John Anzalone, Professor of French

2002-03: Carolyn Anderson, Professor of Theater

2003-04: Gregory Pfitzer, Professor of American Studies

2004-05: Tadahisa Kuroda, The David H. Porter Professor

2005-06: Ronald P. Seyb, Associate Professor of Government

2006-07: Penny Jolly, Professor of Art History

2007-08: Giuseppe Faustini, Professor of World Language & Literatures

2008-09: Beau Breslin, Associate Professor of Government

2009-10: Mary Lynn, Professor of American Studies

2010-11: Katherine Hauser, Associate Professor of Art History

2011-12: Grace Burton, Associate Professor of Spanish

2012-13: R. Daniel Hurwitz, Professor of Mathematics

2013-14: Erica Bastress-Dukehart, Associate Professor of History

2014-15: John Brueggemann, Professor of Sociology

2015-16: Barbara Black, Professor of English

To facilitate the nomination process, a nomination form is now available on line. Please submit your nomination using the following link: http://www.skidmore.edu/fdc/awards/ciancio/ciancio-application.php

If you prefer, nominations will be accepted if submitted directly to the Office of the DOF/VPAA (to the attention of Debbie Peterson). If you choose this alternative option, we ask that you be sure to address the guiding questions provided on the online form in your nomination letter. **The deadline is Friday, February 19, 2016.**

As you report the qualifications of the candidate, please speak to the following:

1. cite evidence that demonstrates the nominee's excellence in teaching according to the guidelines set forth in the Skidmore Faculty Handbook ("Evaluative Criteria for Continued Service");
2. report on the nominee's exemplary performance in areas such as:

a. developing lectures and facilitating discussion at levels appropriate for the students' experience, knowledge, and ability to grasp material;

FACULTY RESEARCH INITIATIVE GRANTS

CLOSING DATE: Friday, January 29, 2016

FACULTY STUDENT SUMMER RESEARCH PROGRAM

SUMMER 2016

CLOSING DATE: Friday, February 5, 2016

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 should be closely related to the faculty member's curricular, pedagogical, scholarly, or creative interests and should be planned and executed by the student and faculty member working together. Projects should ensure good student learning outcomes.

Projects:

- x May be collaborative but could also include other kinds of mentoring experiences
- x May advance the research agenda of the faculty member
- x 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. Participants 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, exhibition, or other appropriate activity on progress and achievements at the close. If the project involves time spent at another site(s), participants are required to attend the opening and closing summer sessions.

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 the 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

APPLICATION PROCEDURE

Faculty/Student teams wishing to participate in the Faculty Student Summer Research Program should submit an application to the Office of the DOF/VPAA by **February 5**, **2016**. The FDC will communicate its selection of funded proposals to all applicants prior to spring break. The application should consist of the following clearly marked components:

1. the names of the student and faculty team members. Indicate if either has participated in the Faculty Student Summer Research Program before, and if so, when;

2. the title of the project;

3. a description of the project (500

7. Teams will be selected by the Associate Dean of the Faculty and the Program Coordinator following recommendation by the FDC.

CONDITIONS

1. Other summer commitments that either the student or the faculty member may have must not

SCHUPF SCHOLAR PROGRAM

SUMMER 2016

CLOSING DATE: Friday, February 5, 2016

PROGRAM

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

AWARDS

1.

FORM (Word): SCHUPF SCHOLAR PROGRAM – APPLICATION COVER PAGE
FORM (PDF Fillable): SCHUPF SCHOLAR PROGRAM – APPLICATION COVER PAGE
http://www.skidmore.edu/fdc/faculty_student_summer_research/index.php

The Cover Page must be attached to materials submitted by both the student and the faculty member.

CRITERIA FOR SELECTION

1. Each proposal will be judged on the potential for the student to undertake a collaborative research project, the scientific merit of the project, its feasibility, the clarity of presentation, and the nature of student learning.

2. Projects will also be judged on the potential and nature of the continued research which is to take place in the academic year after the summer program.

3. Preference will be given to students pursuing projects in STEM disciplines and engaged in laboratory or field-based research activities. The Schupf Scholars Program will give special attention to female students whose interests and/or research are in the sciences with low female representation (e.g., chemistry, mathematics/computer science, geosciences, or physics) or students who are doing interdisciplinary science research involving the physical sciences and mathematics/computer science.

4. Because of the expectation of continued research in the academic year following the summer program, only proposals from faculty who will return to the College for the following academic year will be considered.

5. This program is available to only those teams that apply to the FDC.

6. The Associate Dean of the Faculty and the Program Coordinator following recommendation by the FDC will select teams.

CONDITIONS

1. Other summer commitments that either the student or the faculty member may have must not interfere with the demands of this program. Please note that during the grant period students may not enroll in summer school since they are expected to commit to the project a minimum of 35 – 40 hours per week. The collaborative work schedule shall be the priority over all other commitments and will bthhtmse(m)-16.-ne.8(e p)-s663 Tw de-8.2s Td [(a)-8.1(n)0.mmitt nty(o)-8.2(-0.6(n7)0.9(i).2(r)0.5(s)-)]T.

to file a final report may result in advances being treated as taxable income and will disqualify participants from future grant opportunities.

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

1. An itemized expense form and receipts for expenditures that supported the work of the project.
2. A brief written summary.
3. A description of the future educational and professional plans of the student participants, including plans for additional research in their junior and senior years.
4. All materials and/or equipment purchased with the aid of grant funding become the property of Skidmore College when the funded project is completed.

DUE: May 15, 2017

ONLINE FACULTY

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), Crystal Moore (Associate Dean of the Faculty), and William Tomlinson (Director of Sponsored Research).

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

DEPARTMENT TRAVEL FUNDS

Skidmore College's support for professional travel is an invaluable component of its commitment to

x ***Personal Automobile***

When employees use their own vehicle on authorized College business, it is their personal insurance policy tha

- ***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 Payable 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 breakfast, $15 lunch, $30 dinner, $5 incidentals.
  - For High Cost Areas* an additional $20 per day is reimbursable.
  - If conference fees include meals, daily allowance 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 and 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, visiting 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 will 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***

  - Requests for reimbursement must be on a fully completed Travel Expense Report Form within thirty days upon returning from trip.
  - Original receipts for all items $25 or over must be attached; receipts for all expenditures are encouraged.
  - Travel Expense Report must be approved by supervisor, Director or Chair.
  - Reimbursement up to $250 paid in cash, otherwise check.

- ***College Guest Travel***

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- Occasional entertainment of student volunteers by Chairs/Directors as a "thank you" is reimbursable.
- Occasional (at most once per semester) inexpensive entertainment (pizza, etc.) of paid student workers by Chairs/Directors as a "thank you" is reimbursable.

- ***Entertainment of Faculty/Staff Members***

  - Entertainment of fellow faculty/staff is not normally reimbursed.
  - The College will not normally pay for meals (on or off campus) for faculty/staff meetings.
  - Annual staff retreats are reimbursable; such events should be budgeted and charged to Account Number 7430.
  - Individual faculty/staff/department going away parties, retirement, or holiday celebrations are not reimbursed (Campus wide retirement parties must be catered by Food Service).
  - Other campus-wide celebrations (e.g. “going away parties”) are allowed only in special circumstances, must be campus-

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, Business Services, Sponsored Research, Human Resources, and Departmental Administration), use of office and laboratory space, library services, heat, light, power and janitorial services.

If payment of indirect costs is not allowed by the sponsor, a copy of the sponsor's statement to that effect should be provided with the

SKIDMORE COLLEGE ~ POLICY FOR EXTERNAL INSTITUTIONAL GRANTS

This information is meant to complement the preceding "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 sit

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 responsibility to make one's voice heard if one is unhappy with the direction in which the proposal is moving.

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

ADMINISTRATION RESPONSIBILITIES

ADDITIONAL FACULTY OPPORTUNITIES THROUGH THE DEAN'S OFFICE

INSTITUTE OF HISTORICAL RESEARCH - UNIVERSITY OF LONDON

Skidmore College through the history department belongs to the Institute of Historical Research. Situated in the heart of Bloomsbury, close to the British Library and other specialist centers of research, the institute is an important resource and meeting place for scholars from all over the world. It contains an open-access library and a common room, publishes works of reference, administers a number of research projects, and runs courses and conferences.

ACADEMIC CAREER NETWORK - ACN

The Academic Career Network comprises several overlapping clusters of academic institutions in western New England and eastern, upstate New York. Through their participation in the Network, member institutions can provide faculty partners and spouses with the following:

1. the ability to post a c.v. and/or resume in a searchable database accessible to prospective employers at member schools;

2. access to members' employment pages, as well as those of other regional colleges and universities, through a p.1(pa)-8.2EMC /P <</E1I[(p)Tj I8-2(es)-7.I rsia7M-4( )Tj(rs)-72. r sregigia,