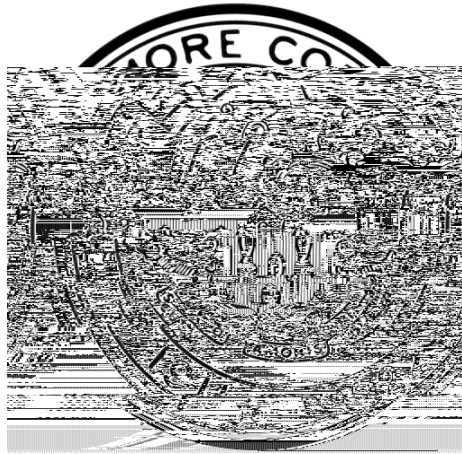


# Skidmore College

## Faculty Development Opportunities Handbook



2014 2015

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FACULTY DEVELOPMENT OPPORTUNITIES HANDBOOK  
2014-2015  
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**NOTE**

All Application and Final Report forms can be found online at:  
<http://www.skidmore.edu/fdc/forms/index.php>

FACULTYDEVELOPMENTCOMMITTEE

## CRITERIA FOR SELECTION

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# FACULTY DEVELOPMENT COMMITTEE – 2014-15

## COMMITTEE MEMBERSHIP FOR 2014-15

*f* James Kennelly, Management & Business  
*f*

## DISTINGUISHED FACULTY SERVICE AWARD

CLOSING DATE: Friday, September 26, 2014

The Skidmore College Distinguished Faculty Service Award recognizes a faculty member at Skidmore College for special achievement in service and leadership. The FDC welcomes nominations from faculty colleagues; each nominator will speak to the nominee's record of continuing exceptional service to Skidmore. Excellence in service can include leadership of a department or program, service on committees and task forces, initiatives associated with institutional strategic plans, and initiatives that serve the institution across departments and programs. Although service to the Skidmore community is the primary criterion, service to communities more variously or broadly conceived may be considered. Candidates for this award will have served at the College for a number of years and have compiled a sterling record of contributions to our community.

2010 recipient: Phyllis A. Roth  
2011 recipient: Terence Diggory  
2012 recipient: Michael Arnush  
2013 recipient: Mary Lynn  
2014 recipient: Mark Huibregtse

To facilitate the nomination process, a nomination form is available online. Please submit your nomination using the following link:

**FORM: ONLINE DISTINGUISHED FACULTY SERVICE AWARD APPLICATION**

<http://www.skidmore.edu/fdc/awards/distinguished/distinguished-faculty-nomination.php>

## FACULTY DEVELOPMENT GRANTS

### ABSOLUTE DEADLINES:

FALL ROUND CLOSING DATES: Friday, October 3, 2014  
(for grant period of December 15 through August 31)

SPRING ROUND CLOSING DATES: Friday, March 20, 2015  
(for grant period of May 1 through December 31)

Faculty development grants are designed to help faculty begin new projects, to enhance existing work in pedagogy and/or scholarship, to fund faculty travel for independent or collaborative scholarship; to bring collaborators to campus; or for seed money to finance application 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 taxable 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 Office 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.





## INTERNATIONAL FACULTY DEVELOPMENT SEMINAR GRANT

Application Deadline: Friday, October 3, 2014  
(Grant Period May 1 through August 31, 2014)

FDC will offer one annual award of \$3,000 to support faculty participation in a summer Council on



## EMERITUS FACULTY DEVELOPMENT GRANTS

### DEADLINES:

FALL ROUND CLOSING DATES: Friday, October 3, 2014  
(for grant period of December 15 through August 31)

SPRING ROUND CLOSING DATES: Friday, March 20, 2015  
(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 professional 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 acknowledge support of the College on exhibition or publication.
4. Aid cannot be applied toward reimbursement for work completed nor is aid to be used as honoraria for award recipients.
5. Any equipment purchased under the approved research 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 strongly encouraged to reimburse the College for the costs of the profitable enterprise it has supported.
7. Grants may support payment to independent contractors, subject to IRS 1099 regulations. Such contracting is the responsibility of the grantee and is unrelated to any college employment program (including student assistants).
8. 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/irb/>). Proposals that involve the use of vertebrate animals are subject to the requirements of the College's Institutional Animal Care and Use Committee (IACUC) (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 confidential 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

KRESS FAMILY CREATE PEDAGOGY GRANT

DEADLINE:

9. Any equipment purchased under the approved research 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 strongly encouraged to reimburse the College for the costs of the profitable enterprise it has supported.
11. Although projects funded by the FDC are not intended 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/irb/>). Proposals that involve the use of vertebrate animals are subject to the requirements of the College's Institutional Animal Care and Use Committee (IACUC) (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.
13. 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 meetings and will request that the list of recipients and their project titles be entered into the minutes of the faculty meeting.
14. Deliberations of the FDC are strictly confidential 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

In making this award, the FDC will first consider the excellence of the faculty proposal. When proposals are comparably meritorious, the FDC will award grants on the basis of the following criteria:

1. Proposals will be assessed on their merit, and particularly on their inventive and imaginative use of pedagogies to promote student engagement, creativity, and curiosity.
2. Proposals from faculty who have not recently received FD grants will be considered more favorably than faculty who have recently been granted FD money.
3. Applications from faculty who have, in the past, used grant money effectively for the pursuit of pedagogical 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 faculty who have not filed completed reports and expense forms on the use of previous grants awarded by the FDC will not be considered.
5. Applications from faculty who will not be under employment contract to Skidmore during the whole of the grant period will not be considered.

**FORM: ONLINE SKIDMORE KRESS FAMILY CREATIVE PEDAGOGY GRANT APPLICATION**



2005	Mary Stange, "Wilderness, Real and Imagined, and Wild Women"
2006	Pola Dobry Bayteman, "Piano Music of the Americas"
2007	Roy H. Ginsberg, "Exorcising the Ghosts of Europe's Past? 50 Years of European Integration"
2008	John Anzalone, "From Propaganda to Pity: French Graphic Culture in WWI"
2009	Denise Smith, "Sudden Cardiac Death: Why Are Firefighters at Risk?"
2010	Reginald Lilly, "Trauma---Beauty"
2011	Alice Dean, "Layers, Lines and Boxes: Some Mathematical Puzzles and Pearls."
2012	Catherine Golden, "Victorian Culture on Display: Decorative Objects in 'the time of chivalry...the age of steam'."
2013	Bernard Possidente, "Circadian Biological Clocks: How Flies Time When They're Having Fun"
2014	Gregory Pfitzer, "The Unpopularity of Popular History: A Scholar's Pursuit of Non-Scholarly Things"
2015	Steve Stern, TBA

The FDC will once again welcome your participation in the selection of the Edwin M. Moseley Faculty Lecturer for 2015-16. To facilitate the nomination process, a nomination form is now available online.

Please submit your nomination using the following link:  
<http://www.skidmore.edu/fdc/awards/moseley/moseley-lecture-nomination.php>

<http://www.skidmore.edu/fdc/awards/moseley/moseley-lecture-nomination.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, October 17, 2014.

#### CRITERIA FOR THE SELECTION OF A MOSELEY FACULTY LECTURER

1. For purposes of this faculty award for scholarly or artistic achievement, academic research and creative work are to be considered on a par. The latter term refers to creative work in the arts, literature, and other areas and may result in forms of presentation other than a formal lecture, such as a reading, performance, or exhibition.
2. Quality of the work should be the primary criterion for selection among the eligible. The standard of quality should be such that publication of the research study or presentation of the creative work shall significantly enhance the academic reputation of the College.
3. Inasmuch as the purpose of this award is to encourage faculty research and creative work at Skidmore, the faculty member should have done the bulk of the work that serves as the basis of his or her selection while a member of the Skidmore faculty.
4. Primary consideration should be given to recent scholarship of exceptional quality; secondary consideration should be given to a record indicating a continuing history of scholarship (as opposed to a single notable accomplishment) and evidence of active current scholarship.
5. 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.
6. Only when other things are equal should priority be given to seniority in academic rank or length of service at Skidmore.

**FORM: ONLINE EDWIN M. MOSELEY FACULTY LECTURESHIP NOMINATION FORM**

<http://www.skidmore.edu/fdc/awards/moseley/moseley-lecture-nomination.php>



## LEAVES OF ABSENCE

CLOSING DATES: Wednesday, October 15, 2014 (for Full Year Sabbatical Leaves and Sabbatical

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.

#### 4. Criteria for Evaluating Proposals

In evaluating applications, 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 the annual salary for a leave of one academic year, or full salary for a leave of one semester.

### B. PRE-TENURE PAID RESEARCH LEAVES OF ABSENCE

#### 1. Purpose

Pre-tenure paid leaves are intended to provide untenured faculty with opportunities for research in support of scholarly and/or curricular development which will contribute to their professional or teaching effectiveness and to the value of their later service to Skidmore College.

#### 2. Eligibility

Untenured tenure-track faculty who are either in their third or fourth years of service to the College and who have been reappointed are eligible to apply for the following year. Leaves may be requested for either a full year at half-pay or one semester at full pay. The College will continue to provide all benefits through the Flexible Benefits Program. Retirement contributions will be calculated on base annual salary paid during the sabbatical. Faculty who are granted the Pre-Tenure Paid Research Leave will not be eligible for a regular sabbatical until they have completed six consecutive years of service to the College following such a leave although this service time may include up to two semesters' leave without pay, if so stated in the letter(s) granting such leave.

#### 3. Procedures and Criteria

The procedures and criteria for evaluating proposals are the same as those stipulated for regular sabbatical leaves of absence. (See Part One [Faculty Rights and Responsibilities], Article IX [Leaves of Absence], Section A [Sabbatical Leaves of Absence], numbers 3 and 4.)

For further information, please consult the Faculty Handbook.

### PROCEDURES

The criteria and procedures for evaluating proposals are the same for pre-tenure research leaves and sabbatical leaves. Applications should include:



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**

[http://www.skidmore.edu/fdc/leaves\\_of\\_absence/sabbaticals/application-for-sabbatical-leave.php](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](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 20, 2015

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

- d. interacting with students in the classroom and in the office, encouraging curiosity and enthusiasm for learning, inviting, between faculty 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 nominee's contributions as a teacher at Skidmore:
  - a. current CV;
  - b. five years of teaching evaluations.

**FORM: ONLINE THE RALPH A. CIANCIO AWARD FOR EXCELLENCE IN TEACHING NOMINATION**  
<http://www.skidmore.edu/fdc/awards/ciancio/ciancio-application.php>

## FACULTY RESEARCH INITIATIVE GRANTS

CLOSING DATE: Friday, January 30, 2015

The FDC invites your proposals for the Faculty Research Initiative Grant Program. The deadline for applications is Friday, January 30, 2015 .



## FACULTY STUDENT SUMMER RESEARCH PROGRAM

SUMMER 2015

CLOSING DATE: Friday, February 6, 2015

### 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. 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 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-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 program. 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

Summer Research Program grant may derive summer salary support from outside sources for the portion of the summer either prior to or after their period of commitment under this program.

### 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 6 , 2015**. 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 words maximum) written in a fashion comprehensible to non-specialists;
4. a statement written by the faculty member providing a description of the working relationship with the student and how the experience benefits the student's educational, professional, and/or creative goals; a justification for the requested grant period and information regarding external funding; If working with multiple students, the faculty member should rank order them (in case all students on the project cannot be funded).
5. a statement written by the student providing a description of the working relationship with the faculty member and how the experience benefits his/her educational, professional, and/or creative goals;
6. a statement of the goals, proposed activities, and format of the final outcome (e.g., journal article, exhibit, website, conference presentation, etc.);
- 7.

5. Priority will be given to students who have not

## SCHUPF SCHOLAR PROGRAM

SUMMER 2015

CLOSING DATE: Friday, February 6, 2015

### 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 eligible to apply to the program, but selection will be competitive, with applications evaluated by the FDC. Applications will be judged on the potential of the student to undertake a successful collaborative research project, his/her success in finding a faculty partner, and the scientific merit of the project itself.

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.

In addition, Schupf Scholars will have the opportunity to access additional funds that could serve a number of purposes, including materials, travel to conferences, and supplies. Schupf Scholars are expected to present their work externally, such as a publication and/or a conference presentation. Finally, Schupf Scholars will receive encouragement and assistance to continue their collaborative research work with faculty members into their junior and senior years and to consider graduate and professional school in the natural sciences.

Projects :

- x May advance the research agenda of the faculty member
- x May be student-initiated
- x May be collaborative but could also include other kinds of mentoring experiences

The project period will include participation in the ten-week Faculty Student Summer Research Program as well as continuing research throughout the following year. 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 ten-week 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).

## AWARDS

1. Each faculty participant will be given a stipend of \$3,000.
- 2.

FORM (Word): SCHUPF SCHOLAR PROGRAM – APPLICATION COVER PAGE

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, 2016**

**ONLINE**

# 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 Diversity), and William Tomlinson (Director of Sponsored Research).

## TRAVEL-TO-READ & TRAVEL-TO-REPRESENT



Faculty should observe the College's current travel policies available on-line:  
[http://www.skidmore.edu/financial\\_services/](http://www.skidmore.edu/financial_services/)



x Personal Automobile

When employees use their own vehicle on authorized College business, it is their personal insurance policy that is primary coverage for liability and physical damage coverage. It is important that the individual have adequate coverage, as Skidmore's insurance provides non-ownership liability for exposure to the College only (this means the insurance covers only the College in the event of a lawsuit).

- x Appropriate for travel within a 200-mile radius of campus.
- x Reimbursed at 56.5 cents per business mile as of January 1, 2013 (adjusted annually per IRS guidelines).
- x Maximum reimbursement for mileage is 400 miles round trip.
- x Tolls and parking fees reimbursed at actual cost.
- x Gas, oil, repairs, maintenance,

- x Sales Tax Exemption (hotel rooms)
  - x Exempt from sales tax in New York, Florida, Massachusetts, New Jersey and the city of San Francisco.
  - x Obtain appropriate forms from Accounts Payable or from Purchasing web page (NY only).
  - x Some states accept NYS exemption; check with vendor.
  
- x Meals, Alcoholic Beverages and Incidentals
  - x Actual cost of meals and incidentals up to an average of \$60 per full day is reimbursed.
  - x For partial days, allowance is \$10 breakfast, \$15 lunch, \$30 dinner, \$5 incidentals.
  - x For High Cost Areas\* an additional \$20 per day is reimbursable.
  - x If conference fees include meals, daily allowance is reduced accordingly (see above).
  - x 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

x International Travel

- x 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

- x Include your credit card bill with your expense report (this enables exchange rates to be handled efficiently); for cash transactions, please include exchange rates.

x Exceptions to the Policy

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

\*High Cost Areas: New York City, Boston, Newark, Philadelphia, Washington, D.C., Atlanta, Miami, Chicago, Dallas-Ft. Worth, Los Angeles, San Francisco, Seattle. This list is not all inclusive. Other cities may qualify as well.

## SKIDMORE COLLEGE POLICY ON ENTERTAINMENT AND SPECIAL GESTURES

### GENERAL PURPOSE

- x Reasonable expenses when interacting with external constituencies are reimbursed (trustees, donors, alumni, parents, vendors, job candidates, professional guests, etc.).
- x Interactions among faculty/staff/students are not generally reimbursed.

### ENTERTAINMENT

x Meals

Expenses for local dining involving non-College personnel are reimbursable when the purpose of the meeting is to conduct College business and when it is necessary or desirable to have the meeting in conjunction with, or during, a meal. This includes our guests such as speakers, visiting artists, writers, etc. Reimbursement up to \$50 per person. Please use the Downtown discount business cards whenever possible.

Note: if the cost exceeds the above guidelines - Director or Chair must approve

Entertainment expenses should be reasonable in relation to the nature of the function and the

- x Occasional entertainment of student volunteers by Chairs/Directors as a "thank you" is reimbursable.
  - x Occasional (at most once per semester) inexpensive entertainment (pizza, etc.) of paid student workers by Chairs/Directors as a "thank you" is reimbursable.
- x Entertainment of Faculty/Staff Members
- x Entertainment of fellow faculty/staff is not normally reimbursed.
  - x The College will not normally pay for meals (on or off campus) for faculty/staff meetings.
  - x Annual staff retreats are reimbursable; such events should be budgeted and charged to Account Number 7430.
  - x Individual faculty/staff/department going away parties, retirement, or holiday celebrations are not reimbursed (Campus wide retirement parties must be catered by Food Service).
  - x Other campus-wide celebrations (e.g. "going away parties") are allowed only in special circumstances, must be campus-wide, must be catered by Skidmore Dining Services, and must be approved in advance by the Cabinet member responsible for approving the expense.
  - x Alcoholic beverages are generally not reimbursed. 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.

### SPECIAL GESTURES

- x Gifts
  - x Individual and/or departmental gifts for parting, retirement, thank you, holidays, etc. are not reimbursed.
  - x A gift for the non-faculty/staff host of a gathering is reimbursable up to \$50.
- x Illness, Birth and Condolence Gestures
  - x For employee inpatient hospital stays, please contact Human Resources and they will send an appropriate gift (approximately \$35).
  - x For birth or adoption, the College will send an appropriate gift (approximately \$35) and congratulatory card (contact Human Resources).
  - x In case of death of member of employee's immediate family, the College will send a memorial contribution of \$25 (contact Human Resources).
  - x Further gestures made by individuals are not reimbursed.

### REPORTING AND APPROVAL OF EXPENDITURES

- x Entertainment expenses should be charged to Account Number 7420.
- x Requests for reimbursement must be on Check Request Form indicating date, purpose, and names of those participating.
- x Original detailed receipts for all items \$25 or over must be attached; receipts for all expenditures are encouraged.
- x Check Request Form must be approved by supervisor, Director or Chair.
- x Reimbursement up to \$250 paid in cash, otherwise by check.

## EXCEPTIONS TO THE POLICY

- x 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

## NOTES ON PREPARING PROPOSALS FOR EXTERNAL FUNDING

### INTRODUCTION

At Skidmore College, faculty and academic departments are encouraged to seek external funding 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 administrative personnel for completeness (i.e., have the grantor requirements been met and is the proposal structured as directed by the program guidelines),

- x 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.
- x 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.
- x Institutional Description  
Provide a brief description of Skidmore, its history and programs as they pertain to the proposed project.
- x Project Narrative  
The main body of the proposal should clearly describe what you propose. This section should include the following components:
  - f Need for the Project;
  - f Project Objectives
  - f Project Design;
  - f Project Timeline.
- x Project Evaluation and Dissemination  
Many sponsors require a plan to evaluate the success of the project and plans for the dissemination of results.
- x 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 necessary for the conduct of the proposed project. Include a brief summary of current and pending support from other sources.
- x Bibliography  
Many sponsors prefer that you avoid literature citations in the text of the proposal; However, a current bibliography of the pertinent literature should be included at the end of the proposal narrative.
- x Budget  
A key component of a competitive proposal is a credible and intelligible budget. To allow ample time for revisions, involve SRO staff (Anita Miczek, ext. 5178, [anita@skidmore.edu](mailto:anita@skidmore.edu)) as early as possible in the proposal development process. Provide a budget narrative that links budget line item requests with the specific activities of the proposed project.

Direct costs may include:

- o Salaries, wages or stipends for faculty, students or staff. The time committed to the project for each itemized salary or wage should be reported in the budget plan.
- o Fringe benefits - Applicable items may include FICA, Retirement, Health and/or Disability Insurance for each itemized salary or wage.
- o Stipends for participants in the project from other institutions.
- o Lodging, Meals and Other Incidentals.
- o Consumable Supplies.
- o Essential durable equipment including computer software.
- o Travel related to project performance and presentation of results.
- o



## 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 sites ([http://www.skidmore.edu/sponsored\\_research/](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 focus 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 priorities. Institutional grants can encourage, respond to, and reward faculty creativity and initiative. Also, by virtue of their resources, both financial and scholarly, leading foundations are engaged in important conversations about the direction of higher education in America. Foundations seek partners in these conversations, and, consistent with our standing as a leading liberal arts institution, Skidmore strives to be a valued partner. Engagement with key foundations often leads to more grant opportunities as well as increased visibility and prestige for the College and for the individuals involved in the conversations.

The only way we can achieve these goals, however, is by demonstrating to foundations that we are an institution where creativity, innovation, and pedagogical and scholarly achievement thrive. We make educational leaders/foundation personnel sit up and take notice mainly by proposing compelling

## 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

1. Notify all members of involved departments/programs about grant opportunities. Notify the community at large, at least via regular communication with Academic Staff, of grants the College is pursuing.
2. Involve representatives from appropriate departments/programs/offices in program/proposal development.
3. Notify/involve faculty committees of grant activities as appropriate.

Note: The College also has a responsibility to the funding agency to execute a funded grant essentially as proposed and in accordance with the terms of the award notice. Program grants naturally undergo a certain evolution in the course of their lives. Nevertheless, a successful grant proposal and subsequent award is an agreement between the College and the funding agency whereby the agency agrees to fund a particular program and the College agrees to carry out that program essentially as proposed. Significant alterations to a successful proposal, at least in the short-term, are not normally possible and typically require the prior consent of the funding entity. Discussions of possible changes, including extensions, should be held as far as possible in advance with the Director of Foundation and Corporate Relations or the Director of the Office of Sponsored Research in the case of federal or state funded activities.

Revision Date 081210

## ADDITIONAL FACULTY OPPORTUNITIES THROUGH THE DEAN'S OFFICE

### 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 institutional priorities around Goal II. Priority will be given this year to course proposals that focus on the topics of socioeconomic class/poverty and/or sexual orientation. All faculty are 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 brief (one or two page) proposal to the Dean of the Faculty and Vice President for Academic Affairs describing

## 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/ocse/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 directors of Skidmore's First-Year Experience in London. Each faculty director teaches 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 director of Skidmore's First-Year Experience 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 program 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 program. Students take two additional courses, one in language and one in culture. All courses are taught at the Skidmore program center. Faculty interested in serving as the Seminar Director of the Paris Fall Seminar program should review the program

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.