

Skidmore College

Faculty Development Opportunities Handbook

2021-2022

FACULTY DEVELOPMENT OPPORTUNITIES HANDBOOK
2021-2022
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FACULTY DEVELOPMENT COMMITTEE 2021-22

COMMITTEE MEMBERSHIP FOR 2021-22

- f* Silvia Carli, Philosophy (Chair)
- f* Janet Casey (Designate from the Office of the Dean of the Faculty and Vice President for Academic Affairs)
- f* Sylvia McDevitt, Biology
- f* Flagg Taylor, Political Science
- f* Matt Wilt, Art

Mary Hoehn (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 up to five Faculty Initiative Grants of up to \$3,000 each in the spring. It also reviews applications for the Faculty

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FACULTY DEVELOPMENT GRANTS

ABSOLUTE DEADLINES:

FALL ROUND CLOSING DATES: Friday, October 8, 2021
(for grant period of December 15 through August 31)

SPRING ROUND CLOSING DATES: Friday, March 19, 2021
(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. **PLEASE NOTE: Faculty must complete and sign an expense report giving details for each expenditure; there is no reimbursement for alcohol. Original, itemized receipts for each expenditure of \$10 or more must be attached to the expense report; your credit card bill and the receipt showing the total amount paid for restaurant charges are not considered adequate proof of purchase. If travel reimbursement is requested for a collaborator, these guidelines still apply.**
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 acknowledge support of the College on exhibition or publication.
6. Aid cannot be applied toward reimbursement for work completed nor is aid to be used as honoraria for award recipients.
7. Any equipment purchased under the approved research 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 strongly encouraged to reimburse the College for the costs of the profitable enterprise it has supported.
9. Projects funded by the FDC are not intended for hiring student assistants.
10. 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

IACUC approvals are not a prerequisite to submitting a Faculty Development Grant but are

EMERITUS FACULTY DEVELOPMENT GRANTS

DEADLINES:

FALL ROUND CLOSING DATES: Friday October 8, 2021
(for grant period of December 1 through May 15)

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activity-policy.php) and the Standards of Business Conduct Policy (https://www.skidmore.edu/dof-vpaa/policies_guidelines/Standards-of-Business-Conduct.pdf).

11. The FDC will advise recipients of awards via email.
12. 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 to Human Resources criteria. In making awards, the FDC will first consider the excellence of the emeritus faculty development proposals. When proposals are comparably meritorious, and when there are insufficient 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 the 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 recently received research grants will be considered more favorably than faculty who have recently been granted faculty research money.
3. Applications from emeritus faculty 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 not filed completed reports and expense forms on the use of previous grants awarded by the FDC will not be considered.

These development grants are designed to help emeritus faculty begin new projects, 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 study and work. Emeritus faculty should understand that limits to resources and the wish of the Committee to provide funds for the largest possible number of deserving proposals make it unlikely that proposals requesting more than \$1,800 will be supported beyond that limit. The decision to provide partial support (up to \$1,800) of proposals requesting more than \$1,800 will be influenced by evidence that such support will indeed help launch the related projects and that faculty can and will find the additional funds needed to finance the work they propose.

FORM: ONLINE EMERITUS FACULTY DEVELOPMENT GRANT APPLICATION

http://www.skidmore.edu/fdc/internal_grants/emeriti-grants/emeritus-faculty-grant-application.php

FORM: ONLINE EMERITUS FACULTY DEVELOPMENT GRANT FINAL REPORT

http://www.skidmore.edu/fdc/internal_grants/emeriti-grants/emeritus-faculty-grant-final-report.php

KRESS FAMILY CREATIVE PEDAGOGY GRANT

DEADLINE:

9.

EDWIN M. MOSELEY FACULTY LECTURESHIP

CLOSING DATE: Friday, October 22, 2021

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.

- 1957-58 Joseph S. G. Bolton, "New Light on Shakespeare"
- 1958-59 Miriam Benkovitz, "Fanny Burney: The Making of a Novelist"
- 1959-60 Stanley Saxton, "Music from the West Indies"
- 1960-61 Ernst Waldinger, "Tradition and Poetry"
- 1961-62 Agnes Gelinias, "Collegiate Education for Nursing"
- 1962-63 T. S. Krawiec, "An Essay on Values"
- 1963-64 Sonja Karsen, "Jaime Torres Bodet: A Poet in a Changing World"
- 1964-65 Alfrida Storm, "The Heritage of America"
- 1965-66 Everett V. Stonequist, "Race Relations and the Great Society"
- 1966-67 Henry C. Galant, "The French Doctor and the State"
- 1967-68 Edwin M. Moseley, "The Outsider as Hero and Anti-Hero"
- 1968-69 Denton Crocker, "Crayfishes, Biology and Values: A Personal View"
- 1969-70 Yu-Kuang Chu, "A Comparative Study of Language Reforms in China and Japan"
- 1970-71 Louise Elliott Dalby, "The Great War and Women's Liberation"
- 1971-72 Harry Prosch, "Cooling the Modern Mind: Polanyi's Mission"
- 1972-73 Erwin L. Levine, "The Ghost of John C. Calhoun and American Politics"
- 1973-74 Edward Hausman, "Who Says Practice Makes Perfect?"
- 1974-75 David Marcell, "An Appreciation of Henry Adams"
- 1975-76 Laurence Josephs, "The Skidmore Poems: A Retrospective"
- 1976-77 Darnell Rucker, "The Substance of the Self"
- 1977-78 Alan Brody, "Courtships, Bar Mitzvahs and Other Things"
- 1978-79 Ruth Lakeway, "La Lirica de Camera: The Twentieth Century Renaissance of the Italian Art Song"
- 1979-80 Robert Boyers, "Confronting the Present: Politics, Fiction, Autobiography"
- 1980-81 Earl Pardon, "Retrospective Exhibition"
- 1981-82 Kenneth G. Johnson, "The Elusive Strand--an Exercise in Paleogeography"
- 1982-83 Mary Ellen Fischer, "The Politics of Leadership in a Small Communist State: Nicolae Ceausescu and the Romanian Communist Party, 1965-1982"
- 1983-84 George C. Green, "What Has Sound to do with Musi"

2004

6. Only when other things are equal should priority be given to seniority in academic rank or length of service at Skidmore.
7. Depending on the number of nominations received, the FDC may first narrow the pool of nominees. Only the finalists will be asked to submit supporting material for further consideration. Please email the supporting material to Debra Peterson at dpeters1@skidmore.edu.

FORM: ONLINE EDWIN M. MOSELEY FACULTY LECTURESHIP NOMINATION FORM
<http://www.skidmore.edu/fdc/awards/moseley/moseley->

LEAVES OF ABSENCE

CLOSING DATES: Friday, October 15, 2021 (for Full Year Sabbatical Leaves)

Saturday, January 15, 2022 (for one semester leaves)

The FDC has primary responsibility for evaluating applications for both pre- and post-tenure sabbatical leaves; however, your Department Chair or Program Director 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 your sabbatical plan prior to the deadline, giving the Chair or Program Director adequate time to develop a departmental plan and to complete the online approval form.

The deadlines, eligibility requirements, and procedures follow.

DEADLINES

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 Friday, October 15, 2021.

Applications for both pre- and other tenure one semester sabbaticals must be submitted to the Office of the DOF/VPAA by Saturday, January 15, 2022.

(From 2020-21 Faculty Handbook, Part One, Section IX):

A. SABBATICAL LEAVES OF ABSENCE

1. Purpose

66 ETD [0.9 Sabbatical] Ed [2.06] (10) [14] (D) Tj-EDC [14] DTwd [(0) 15] -0.9 d [(5) (0) 5] 07940 (2) (9. Dc [1]) 0.9 e-s0 (6. 2) (E) 02 ((b) Ed) 18 B

C. FULL-YEAR SABBATICAL ENHANCEMENT AWARD

CLOSING DATE:

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-

FACULTY INITIATIVE GRANTS

CLOSING DATE: Friday, January 28, 2022

The Skidmore College Faculty Initiative 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 up to five 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 expense report, is due at the close of that period.

The Faculty Initiative Grant is a competitive program open to full-time faculty eligible to return to Skidmore College for 2022-23.

APPLICATION INSTRUCTIONS

1. ONLINE APPLICATION FORM: http://www.skidmore.edu/fdc/internal_grants/initiative-grants/faculty-initiative-grant-application.php

2. Attach a typed statement of work (SOW) for the project (CAT) 237 (a) BDC - B (1) (c) - Bc 10 (1) X 3 F (b) - (9) 248 (e) [S (0) -] c 20 - F W (F) T J d (00

THE RALPH A. CIANCIO AWARD FOR EXCELLENCE IN TEACHING

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");

FACULTY STUDENT SUMMER RESEARCH PROGRAM SUMMER 2022

CLOSING DATE: Friday, January 28, 2022

PROGRAM

The Faculty Student Summer Research Program is a competitive grant program, initially funded in part by the W. M. Keck Foundation. The Program enables Skidmore faculty and students to engage in significant projects over 10- or 5-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

4. Faculty may apply for funds to purchase supplies and equipment of modest cost (not more than \$750 for a 10-week program or \$650 for a 5-week program; these funds are not intended to be used for entertainment purposes). Faculty may also request funds (e.g., ad hoc, travel to read) to pay for 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 such costs is limited, and faculty are urged to use departmental funds as well to help pay for their costs. Students may request support from Student Opportunity Funds.

APPLICATION PROCEDURE

Faculty Student Summer Research Awards are highly competitive and funding is limited. Faculty and students wishing to participate in the Faculty Student Summer Research Program should submit an application to the Office of the DOF/VPAA by **Friday, January 28, 2022**. The FDC will communicate its recommendations for funded proposals to faculty sponsors before **Friday, February 25, 2022**. Faculty sponsors will then notify student collaborators of the FDC's recommendations for funding of their project. If a student collaborator is subsequently unable to participate in the approved project, faculty may petition the Office of the DOF/VPAA to request the funding of an alternative student. Faculty sponsors must confirm their student collaborators and their intentions to pursue the project via email to the Office of the DOF/VPAA by **Friday, March 4, 2022** (dpeters1@skidmore.edu). Failure to adhere to these deadlines may result in a revocation of grant funding.

The application should consist of the following clearly marked components (one application for each student):

1. the names of the student and faculty member. 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 proposed 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 on one project, the faculty member should rank order them (in case all students on the project cannot be funded).
5. a brief statement outlining the broader impacts of the project. Broader impacts may be achieved by outreach and/or recruitment of students from under-represented groups, though projects that specifically address issues of diversity and inclusion, or through activities directly related or complementary to the proposed research project.
- 6.

a prerequisite to submitting a Faculty Student Summer Research Grant but are required prior to the commencement of the research.

FORM (Word): [FACULTY STUDENT SUMMER RESEARCH PROPOSAL - APPLICATION COVER PAGE](#)

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

CRITERIA FOR SELECTION

1. These are highly competitive awards and funding is limited. Each proposal will be judged on the merits of the project, its feasibility, the clarity of presentation, and the nature of student learning.
2. Projects which have the potential for generating continuing work of an intellectually stimulating nature after the grant period has ended will be favored.
3. Where proposals are equivalent in merit, selection of proposals will favor distribution of grants across the largest possible number of disciplines.
4. Where proposals are equivalent in merit, projects that support diversity and inclusion either in subject matter or participating personnel will be favored.
5. Only proposals from faculty who will return to the College for the following academic year will be considered.
6. Only under exceptional circumstances where all other meritorious proposals have been funded will students who have graduated prior to the start date of the summer research collaborative grant period be considered.
7. This program is available only to those faculty and students who apply to the FDCwho(F)-4.1 (DCw)-65oty.2 (r)0.5 (

SCHUPF SCHOLAR PROGRAM

SUMMER 2022

CLOSING DATE: Friday, January 28, 2022

PROGRAM

The Schupf Scholar Program will provide funding for Skidmore students to undertake science research,

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

Faculty members are responsible for completing and submitting an Expense Report Form, accompanied by receipts for meals, lodging, transportation, and other applicable expenses in order to account for funds received in advance or to be reimbursed. They should include the costs of airline or train tickets, even if they had been ordered in advance, and submit the original copy of the receipt for such tickets. They should complete the expense report within 30 days of the trip.

AD HOC FUNDS PROGRAM

Faculty may apply to the Office of the DOF/VPAA for support from Ad Hoc Funds Program. These funds help to support faculty with a one-semester or full-year sabbatical leave; special research, creative or performance opportunities; ideas for curriculum innovations; and other needs which fall beyond the boundaries of programs administered by the FDC.

FORM: ONLINE AD HOC FUNDS APPLICATION

<https://www.skidmore.edu/dof-vpaa/forms/ad-hoc/ad-hoc-grant-application.php>

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 institutional research and other sponsored program activities including infrastructural and curricular development, training, and service programs. Sponsors can be state or federal agencies, foundations, nonprofit groups or private sector entities.

External support contributes to the development of an expanded resource base for the College, enhances institutional and individual recognition, and is a critical component to enhanced faculty/student intellectual development and advancement. Proposals can be individually initiated, part of a departmental, interdisciplinary, or inter-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 stimulating research and creative activity at Skidmore College for individually or collaboratively initiated research and other sponsored program activities. **Contact Person: Mary Hoehn, Director of Sponsored Research, 436 Palamountain Hall, ext. 5178, mhoehn@skidmore.edu.**

SRO staff provides assistance with the identification of funding sources, processing of proposals, including administrative review and sign-off, and negotiation of external award agreements in conjunction with other institutional administrative units as applicable. Assistance with the development of the proposal narrative and budget is also provided. SRO's post-award responsibilities include fiscal management but not fiscal reporting. The SRO also provides administrative support for the IRB and IACUC.

The Office of Foundation and Corporate Relations assists with proposals that exhibit institutional emphasis such as support for infrastructural and curricular development, training, and service

- x What do you want to do?
- x How will you do it - methods that will achieve the objectives?
- x How will you know it works - means of assessing the outcome?
- x How will others find out about the project and its results?
- x Is there a need to continue the work after completion of the project?
- x How will your project, when completed, impact others - what are the broader implications of the proposed project?
- x What are the specific costs, space and personnel requirements?

It is important to discuss your proposed project with your colleagues, department chair, and DOF/VPAA as you refine the proposal. SRO personnel are available to review and critique your proposal as time allows. Internal peer review of proposals prior to submission is highly recommended.

If you anticipate that a financial obligation or additional space not already allocated to you will be

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 and stipends for faculty, students and 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 Consultants.
- o Publications and Duplication Costs.

Cost Sharing – Show the amount and provide evidence of financial commitment by Skidmore College. This is generally provided in the form of a letter from the Dean of the Faculty and Vice President for Academic Affairs and /or the Director of Financial Planning and Budgeting.

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 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

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 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

ADDITIONAL FACULTY OPPORTUNITIES THROUGH ~~GE~~CAMPUSSTUDY & EXCHANGES