Skidmore College

Faculty Development Opportunities Handbook

2017-2018

FACULTY DEVELOPMENT OPPORTUNITIES HANDBOOK
2017-2018
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NOTE:
All **Application** and **Final Report forms** can be found online at:
http://www.skidmore.edu/fdc/forms/index.php

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FACULTY DEVELOPMENT COMMITTEE – 2017-18

COMMITTEE MEMBERSHIP FOR 2017-18

- Erica Bastress-Dukehart, History
- Ela Lepkowska-White, Management and Business (leave 2017-18)
- Crystal Moore (Designate from the Office of the Dean of the Faculty and Vice President for Academic Affairs)
- Flip Phillips, Psychology (Chair)
- Viviana Rangil, World Languages and Literatures
- Joanne Vella, Art (replacement 2017-18)

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 up to five Faculty 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.

PHYLLIS A. ROTH FACULTY DISTINGUISHED SERVICE AWARD

CLOSING DATE: Friday, September 22, 2017

The Skidmore College Phyllis A. Roth Faculty Distinguished Service Award recognizes a faculty member at Skidmore College for special achievement in service and leadership. The FDC welcomes nominations from faculty colleagues and staff members; 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. 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.

2010 recipient: Phyllis A. Roth
2011 recipient: Terence Diggory
2012 recipient: Michael Arnush
2013 recipient: Mary Lynn
2014 recipient: Mark Huibregtse
2015 recipient: Jeff Segrave
2016 recipient: Mehmet Odekon
2017 recipient: Karen Kellogg

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

FORM: ONLINE PHYLLIS A. ROTH FACULTY DISTINGUISHED SERVICE AWARD APPLICATION
http://www.skidmore.edu/fdc/awards/distinguished/par-faculty-distinguished-nomination.php

FACULTY DEVELOPMENT GRANTS

ABSOLUTE DEADLINES:

FALL ROUND CLOSING DATES: **Friday, October 6, 2017**
(for grant period of December 15 through August 31)

SPRING ROUND CLOSING DATES: **Friday, March 16, 2018**
(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 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.

11. The FDC will advise recipients of awards via email and campus mail.

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. Awards will be made for two overlapping periods: December 15 through August 31 and May 1 through December 31.

CRITERIA FOR EVALUATION OF GRANT APPLICATIONS/PROPOSALS

In making awards, the FDC will first consider the excellence of the 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. When requests include support for travel to advance collaborative work (whether for the Skidmore faculty member or for a collaborator from another institution), specific information about the ways in which this travel will advance the scholarly research or creative work needs to be fully specified.

2. Full-time faculty holding tenure-track positions will be given preference; full-time continuing and temporary faculty will be given second preference. Applications from part-time continuing and temporary faculty will also be considered if funding allows.

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

4. Applications from 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.

5. 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.

6. Applications from faculty who will not be under employment contract to Skidmore during the whole of the grant period will not be considered.

Faculty development grants are designed to help faculty begin new projects, to help faculty enhance existing work in pedagogy and/or scholarship, 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. 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 SKIDMORE FACULTY DEVELOPMENT GRANT APPLICATION
http://www.skidmore.edu/fdc/internal_grants/faculty-dev-grants/faculty-development-grant-application.php

FORM: ONLINE SKIDMORE FACULTY DEVELOPMENT GRANT FINAL REPORT
http://www.skidmore.edu/fdc/internal_grants/faculty-dev-grants/faculty-development-grant-final-report.php

INTERNATIONAL FACULTY DEVELOPMENT SEMINAR GRANT

Application Deadline: **Friday, October 6, 2017**
(Grant Period May 1 through August 31, 2018)

Through funding from Off-Campus Study and Exchanges, FDC will offer one annual award of up to $3,000 during the fiscal year (June 1 through May 31) to support faculty participation in a faculty development opportunity through the Council on International Educational Exchange (CIEE), IES Abroad, or School for International Training (SIT). If the cost of the program/seminar exceeds the $3,000 limit, faculty members will be responsible for securing the balance of funds needed. Faculty will also be required to submit a final report upon completing the international seminar.

For details regarding specific opportunities and specific seminar application guidelines and deadlines, please refer to the following web sites:

CIEE: https://www.ciee.org/international-faculty-development-seminars/
IES Abroad: http://www.iesabroad.org/study-abroad/advisors-faculty/consortium/faculty-development-seminars
SIT: http://studyabroad.sit.edu/campus-advisors-and-faculty/sit-faculty-seminars-abroad/

GUIDELINES AND PROCEDURES

In writing a proposal and reporting on a completed grant, Faculty Development Grant guidelines and procedures (see page 3 of the Faculty Development Opportunities Handbook) should be followed as applicable. Grant proposals should include the seminar topic, country, dates, seminar fee, and an itemized estimate of related expenses. Proposals should also indicate how seminar participation would contribute to faculty research and pedagogy. If additional financial support is required (e.g., travel, registration fees in excess of those covered by this grant program, the non-covered meals, other allowable incidental expenses), proposals should indicate potential sources of funding beyond this grant. Faculty may apply for the International Faculty Development Seminar Grant and for a Faculty Development Grant concurrently by submitting a separate application for each.

Note: Once a proposal has been supported through an award from FDC, the faculty member must also apply for seminar registration through CIEE, IES Abroad, or SIT as soon as possible.

If a proposal is not supported by Skidmore, the faculty member can apply directly to CIEE, IES Abroad, or SIT for available grants or scholarships. Please contact each institution as listed:

CIEE: https://www.ciee.org/international-faculty-development-seminars/funding/discounts/
IES Abroad: AcademicPrograms@IESabroad.org
SIT: Applications for financial aid will be available starting on October 1. Limited financial aid grants are available for each summer; award decisions are based on financial need and other factors. Financial aid decisions are made and communicated along with admissions decisions.

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 regard to a global issue underrepresented or underdeveloped in the Skidmore curriculum. Preference will be given to faculty who have not previously received an International Faculty Development Seminar Grant.

FORM: ONLINE INTERNATIONAL FACULTY DEVELOPMENT SEMINAR GRANT APPLICATION
http://www.skidmore.edu/fdc/internal_grants/international-grants/international-faculty-development-seminar-grant-application.php

FORM: ONLINE INTERNATIONAL FACULTY DEVELOPMENT SEMINAR GRANT FINAL REPORT
http://www.skidmore.edu/fdc/internal_grants/international-grants/international-faculty-development-seminar-grant-final-report.php

EMERITUS FACULTY DEVELOPMENT GRANTS

DEADLINES:

FALL ROUND CLOSING DATES: **Friday, October 7, 2017**
(for grant period of December 1 through May 15)

SPRING ROUND CLOSING DATES: **Friday, April 13, 2018**
(for grant period of June 1 through November 15)

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. Projects funded by the FDC are not intended for hiring student assistants.

8. 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).

9. 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 an Emeritus Faculty Development Grant but are required prior to the commencement of the research.

10. The FDC will advise recipients of awards via email and US mail.

11. 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: **Friday, October 13, 2017 (or Friday, March 16, 2018 if no award is made in the fall)**

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 Director of the Center for Leadership, Teaching, and Learning 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 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.
5. 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.**
6. Although faculty development funds are not typically intended to support faculty travel to conferences, this award may be used to fund attendance at conferences, workshops, or seminars that support pedagogical activities.
7. 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.
8. Aid cannot be applied toward reimbursement for work completed nor is aid to be used as honoraria for award recipients.

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 faculty development grants will be considered more favorably than faculty who have recently been granted faculty development 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
http://www.skidmore.edu/fdc/internal_grants/kress-grant/kress-grant-application.php

FORM: ONLINE SKIDMORE KRESS FAMILY CREATIVE PEDAGOGY GRANT FINAL REPORT
http://www.skidmore.edu/fdc/internal_grants/kress-grant/kress-grant-final-report.php

EDWIN M. MOSELEY FACULTY LECTURESHIP

CLOSING DATE: Friday, October 20, 2017

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 Gelinas, "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 Music? (A Composer, A Composition, Some Ideas—An Illustrative Lecture)"
1984-85 William Brynteson, "Historicism, Manuscripts and Edward I of England"
1985-86 Thomas S. W. Lewis, "To Do, To Be, To Suffer: The Memoirs of Ulysses S. Grant"
1986-87 Harry F. Gaugh, "Edges"
1987-88 William S. Brown, "Ecology, Populations, and Rattlesnakes: A Decade of Field Research"
1988-89 Regis C. Brodie, "The Creative Process: An Artist's Point of View"
1989-90 Carolyn Anderson, "The Living Newspaper: Evolution and Revolution"
1990-91 Regina M. Janes, "Beheadings in Progress"
1991-92 Tadahisa Kuroda, "How to Elect the President: Answers from the Early Republic"
1992-93 Terence Diggory, "Collaborative Creation: The Case of Oranges"
1993-94 Charles M. Joseph, "The Fictional Stravinsky: Unmasking the Icon"
1994-95 Charlotte Goodman, "Literary Biography: Fashioning a Female Subject"
1995-96 David Domozych, "The Life of a Plant Cell: Building and Holding the Fort"
1996-97 Ralph Ciancio, "Seeing What Nabokov is Saying"
1997-98 Sheldon Solomon, "Grave Matters on the Role of Death in Life"
1998-99 Jeffrey O. Segrave, "The Modern Olympic Games"
1999-00 Susan S. Lehr, "Barbarous Women and Invisible Children: Evolution of a Researcher's Research"
2000-01 Mary Ann Foley, "Sharing a Fascinating Journey: The Study of Children's Memory Confusions"
2001-02 Penny Jolly, "Pregnant Moments: Maternity Clothing as Metaphor in 15th-Century Netherlandish Art"
2002-03 Rajagopal Parthasarathy, "Writing Between the Lines: The Politics and Poetics of Translation"
2003-04 Roy Rotheim, "J. M. Keynes and the Struggle for Genius"

2004-05 Mary Stange, “Wilderness, Real and Imagined, and Wild Women”
2005-06 Pola Dobry Baytelman, "Piano Music of the Americas”
2006-07 Roy H. Ginsberg, “Exorcising the Ghosts of Europe's Past? 50 Years of European Integration”
2007-08 John Anzalone, "From Propaganda to Pity: French Graphic Culture in WWI"
2008-09 Denise Smith, "Sudden Cardiac Death: Why Are Firefighters at Risk?"
2009-10 Reginald Lilly, “Trauma---Beauty”
2010-11 Alice Dean, “Layers, Lines and Boxes: Some Mathematical Puzzles and Pearls.”
2011-12 Catherine Golden, "Victorian Culture on Display: Decorative Objects in 'the time of chivalry…the age of steam'."
2012-13 Bernard Possidente, “Circadian Biological Clocks: How Flies Time When They’re Having Fun”
2013-14 Gregory Pfitzer, “The Unpopularity of Popular History: A Scholar’s Pursuit of Non-Scholarly Things”
2014-15 Steve Stern, “Creative Amnesia or the Persistence of Magic”
2015-16 Jennifer Delton, “When We Were Liberal: Explaining the Twentieth Century”
2016-17 Pushkala Prasad, "(Ir)resistible and (Dis)reputable Empire: Racialized Capitalism and the Tainting of Brand USA"
2017-18 Mary Crone Odekon, TBA

The FDC will once again welcome your participation in the selection of the Edwin M. Moseley Faculty Lecturer for 2018-19. 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

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 20, 2017.**

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: **Sunday, October 15, 2017 (for Full Year Sabbatical Leaves and Sabbatical Enhancement Applications)**

Monday, January 15, 2018 (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 Sunday, October 15, 2017.

Applications for both pre- and other tenure one semester sabbaticals must be submitted to the Office of the DOF/VPAA by Monday, January 15, 2017.

(From 2017-18 Faculty Handbook, Part One, Section IX:

A. SABBATICAL LEAVES OF ABSENCE

1. *Purpose*

   Sabbatical leaves of absence are granted by the Board of Trustees upon the recommendation of the Dean of the Faculty/Vice President for Academic Affairs to members of the Faculty to provide professional experience that cannot be secured during the academic recesses. Sabbatical leaves may be granted for the purpose of advanced study, work on research and creative projects, and for improvement of teaching skills (and for improvement of skills related to librarianship), with the expectation that in each case the College will benefit.

2. *Eligibility*

   All tenured full-time members of the Faculty (and Library faculty and Artists-in-Residence who have been reappointed) who have served Skidmore College full-time for six consecutive years are eligible to apply.

   a. The required service time may include up to one year's leave without pay, if so stated in the letter(s) granting such leave(s). If a faculty member serves full time for more than six consecutive years, the additional time will shorten the required service time for later sabbatical leaves if the delay in taking a sabbatical leave is requested by the Dean of the Faculty/Vice President for Academic Affairs for administrative reasons and is so stipulated in writing.

   b. Full-time members of the Faculty who are in their sixth year and are candidates for tenure (and full-time members of the Library faculty and Artists-in-Residence who are in their sixth year and are candidates for reappointment) may apply for sabbatical leave. However, final approval of the sabbatical leave request is contingent upon the granting of tenure or, in the case of Library faculty and Artists-in-Residence, reappointment.

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 applicant's Department Chair or Program Director at least two weeks prior to submission of application. The Department Chair or Program Director must then submit the online approval form.

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 including plans for publication, exhibition, performance, innovation in pedagogy, preparation of new courses, or modification of existing courses.

iv. For full-year sabbatical leaves, applications must be received by the Dean of the Faculty/Vice President for Academic Affairs no later than October 15 of the academic year preceding the desired leave. For one-semester sabbatical leaves, applications must be received by January 15 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 Faculty Development Committee.

b. Consideration

i. On or before either October 15 or January 15[t](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 Affairs' 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 or March 1 (whichever date pertains) of the academic year preceding the leave.

c. Reporting

i. Major changes in objectives after the leave 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 in the case of first-semester leaves and November 15 in the case of second-semester or full-year leaves.

iii. Failure to file a satisfactory sabbatical report will affect eligibility for future sabbatical leaves.

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 pre-tenure leave proposals are the same as those stipulated for regular sabbatical leaves of absence.

C. FULL-YEAR SABBATICAL ENHANCEMENT AWARD

CLOSING DATE: **Sunday, October 15, 2017**

The Faculty Development Committee will offer a limited number of awards to support full-year sabbatical/pre-tenure leaves at 60 percent of salary. Full-Year Sabbatical Enhancement Awards provide compensation beyond the Sabbatical Stipend provided by the DOF/VPAA's office for all sabbaticals. Faculty applying for a full-year sabbatical are eligible for both. Full-Year Sabbatical Enhancement Awards are highly competitive; therefore, faculty should clearly outline the projected scope of work to be accomplished during the sabbatical year.

Guidelines and Procedures:

1. Faculty who apply for a full-year sabbatical/pre-tenure research leave are eligible to apply for a Sabbatical Enhancement Award. Faculty applying for a one-semester sabbatical/pre-tenure research leave are ineligible.

2. To be considered for a Sabbatical Enhancement Award, applicants should check the appropriate box indicating this intention in the space provided on the DOF/VPAA on-line sabbatical/pre-tenure research leave application. In addition, applicants should submit a detailed proposal outlining the plan for a full-year sabbatical/pre-tenure research leave. Due to the highly competitive nature of this award, proposals should clearly describe the substance, scope, budget, and anticipated outcome of the sabbatical project, including why a full-year leave award is critical to the program of scholarship and research. In addition to an itemized budget projection, faculty should also indicate the amount and source(s) of other potential funding and support for the sabbatical and the project.

3. Application must include a current CV. Additional documentation supporting or helping to explain the proposed project may also be submitted.

4. The applicant's Department Chair or Program Director must submit the online approval form indicating his/her support of the proposal and what provisions have been made to cover the applicant's absence.

5. Proposals will be assessed on their overall merit and quality, including the relative contribution a project may make to its respective field and to the mission of the College. Other things equal, preference will be given to applicants who are pre-tenure.

6. Applications from faculty who have not filed completed reports for previous grants or sabbaticals awarded by the Faculty Development Committee will not be considered.

Applications must be delivered to the Office of the DOF/VPAA by the application deadline. Proposals, CV, and supporting documents may be delivered in hard copy to the DOF/VPAA's office or may be submitted via email attachment to dpeters1@skidmore.edu.

GENERAL INFORMATION

Other relevant information about sabbatical leaves appears in the *Faculty Handbook*. If you have questions, please feel free to contact Crystal Moore, Associate Dean of the Faculty, in the Office of the DOF/VPAA or the Chair of the FDC.

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

FORM: ONLINE CHAIR APPROVAL FORM
http://www.skidmore.edu/fdc/leaves_of_absence/sabbaticals/chair-approval-form-sabbaticals.php

FACULTY INITIATIVE GRANTS

CLOSING DATE: Friday, January 26, 2018

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 2018-2019.

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 up to five pages, double-spaced, describing the project in language understandable to the non-specialist. Include information concerning (a) the significance of the project, (b) the goals, (c) your background and previous research experience as it applies to the goals of this project, (d) a protocol/timetable describing 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, travel, etc. The Faculty Initiative Grant may not be used for personal compensation or for honoraria. Fees for contractual services are acceptable. 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 disqualify the candidate from consideration for a Faculty 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.
7. Any equipment funded by Skidmore for the support of this grant becomes the property of Skidmore and must be returned to The Dean of the Faculty's Office within three months after the end of the project.
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 Chair. IRB and IACUC approvals are not a prerequisite to submitting a Faculty Initiative Grant but are required prior to the commencement of the research.

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

FORM: ONLINE FACULTY INITIATIVE GRANT FINAL REPORT
http://www.skidmore.edu/fdc/internal_grants/initiative-grants/faculty-initiative-grant-final-report.php

THE RALPH A. CIANCIO AWARD FOR EXCELLENCE IN TEACHING
CLOSING DATE: Friday, February 16, 2018

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 have 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

2016-17: Masako Inamoto, Professor of Japanese

2017-18: Susannah Mintz, 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 16, 2018.**

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;
   b. clarifying the context and goals for the proceeding of the course and the daily classroom;
   c. stimulating and challenging students to learn, to interact with the substance of the course, and to move beyond the classroom in the acquisition of knowledge and the solution of problems;
   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. three 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 STUDENT SUMMER RESEARCH PROGRAM

SUMMER 2018

CLOSING DATE: Friday, December 15, 2017

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 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:

- May be collaborative but could also include 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. 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.

Faculty-student partners on each project will give an oral report on the planned project, explaining goals and methods, early in the period; 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. Faculty may submit as many as two proposals. Proposals may include up to two student collaborators. In exceptional cases, faculty may request more than two students, but the project rationale should clearly articulate the necessity for more students and the role each student will play in the project. 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. Faculty supervising two projects will receive one stipend—that corresponding to the longest period of participation in the 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. Students are permitted to submit only one proposal for 10-week or 8-week sessions. They may apply for back-to-back 5-week sessions (one first session and one second session) provided they have a different faculty sponsor for each. These 5-week proposals will be considered independent of one another. 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 period of the grant. 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 to live off campus (in such cases the students will have to provide for their own housing and no additional living stipend will be offered). Whether living on or off 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).

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 above. However, faculty receiving a Faculty Student 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 Summer Research Awards are competitive. 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, December 15, 2017**. The FDC will communicate its recommendations for funded proposals to faculty sponsors before **Friday, February 2, 2018**. 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, February 23, 2018** (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 statement of the goals, proposed activities, and format of the final outcome (e.g., journal article, exhibit, website, conference presentation, etc.).

7. an itemized budget listing the costs of equipment and supplies needed to complete the project.

8. signatures of both the faculty and student applicants.

9. If faculty are submitting more than one proposed project, the faculty member should rank order the projects (in case both projects cannot be funded).

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 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

Chair. IRB and IACUC approvals are not 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. 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 FDC.

8. Projects will be selected by the Associate Dean of the Faculty following recommendation by the FDC.

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 be determined in consultation with the faculty mentor. Students will not be supported to stay on campus beyond the grant period for which they have been funded. Faculty members are discouraged from teaching in summer school or participating in any other grant program during the grant period.

2. Applications need to specify the grant period.

3. Faculty-student teams are expected to be present for the group sessions unless prior arrangements have been made with the Program Coordinator for the Faculty Student Summer Research Program when the awards are accepted. Participating teams will be given a schedule of expected dates for session participation.

4. Faculty-student partners on each project may be asked to participate in programs where they can report on their work from the summer to the larger Skidmore community during the succeeding academic year.

5. All **financial documentation and itemized receipts** need to be submitted to the Office of the DOF/VPAA by the end of the summer program.

6. All materials and/or equipment purchased with the aid of grant funding become the property of Skidmore College when the funded project is completed.

7. A **FINAL REPORT is required from both the student and the faculty member.** Presentation at the Final Meeting will constitute the Final Report. However, if a final presentation is not made at the Final Meeting, a written Final Report must be submitted by both the student and the faculty member to the Office of the Dean of the Faculty and Vice President for Academic Affairs by **September 15** immediately following the summer the research project occurred. Failure 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 of the research completed during the grant period.

FORM: FACULTY STUDENT SUMMER RESEARCH PROGRAM – Final Reports

DUE: September 15, 2018

ONLINE FACULTY FINAL REPORT:
http://www.skidmore.edu/fdc/faculty_student_summer_research/summer-research-faculty-final-report.php

ONLINE STUDENT FINAL REPORT:
http://www.skidmore.edu/fdc/faculty_student_summer_research/summer-research-student-final-report.php

SCHUPF SCHOLAR PROGRAM

SUMMER 2018

CLOSING DATE: Friday, December 15, 2017

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 or 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:

- May advance the research agenda of the faculty member
- May be student-initiated
- 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). 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 of the summer session. 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 May 15 in the year following the summer program.

AWARDS

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

2. Each student participant will be paid $3,000 and receive free room and board on Skidmore's campus for the duration of the ten-week summer portion 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 Faculty to live off campus (in such cases the students will have to provide for their own housing). Whether living on or off campus, students are expected to participate in all Faculty/Student Research group activities.

3. Schupf Scholars will have access to a Research/Travel budget of $2,500. This budget may cover research supplies for the summer program and for the following academic year. It is expected that Schupf Scholars will present their work externally via publication and/or conference presentation. This budget may also be used by the student, up to the time of his/her graduation from Skidmore, for travel to conferences relevant to his/her work.

APPLICATION PROCEDURE

The Schupf Scholar Program is competitive. Faculty/Student teams wishing to participate in the Schupf Scholar Program should submit an application to the Office of the DOF/VPAA by December 15**, 2017**. 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;

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. an itemized budget listing the costs of equipment and supplies needed to complete the project. The Schupf Scholar may apply for travel funds in the initial application and/or at a later date; applications for travel funds submitted after the initial summer period shall be submitted to the Associate Dean of Faculty and should include a detailed rationale for the travel and an itemized list of requested funds;

8. signatures of both the faculty and student applicants.

9. 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

Chair. IRB and IACUC approvals are not a prerequisite to submitting a Schupf Scholar proposal but are required prior to the commencement of the research.

FORM (Word): **SCHUPF SCHOLAR PROGRAM – 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. 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 or 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. Projects will be selected by the Associate Dean of the Faculty following recommendation by the FDC.

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 be determined in consultation with the faculty mentor. Students may not stay on campus beyond the ten-week period for which they have been funded. Faculty members are discouraged from teaching in summer school or participating in any other grant program during the grant period.

2. Teams are expected to be present for the group sessions unless prior arrangements have been made with the Program Coordinator for Faculty Student Summer Research Program when the awards are accepted.

3. Teams may be asked to participate in programs where they can present reports of their work from the summer to the larger Skidmore community during the succeeding academic year.

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 the 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 **May 15 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 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, 2019

ONLINE FACULTY FINAL REPORT:
http://www.skidmore.edu/fdc/schupf/schupf-scholar-program-faculty-final-report.php

ONLINE STUDENT FINAL REPORT
http://www.skidmore.edu/fdc/schupf/schupf-scholar-program-student-final-report.php

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 faculty development and one of which faculty should take advantage. Its resources are limited, however, and require responsible action. Reimbursement for travel to speak at another college or university should normally be provided by the host institution, 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 and the rising costs of travel and registration have placed heavy demands on the budgets for these programs. They require that we live within our means so that we can promote equity, control costs, and administer these funds efficiently, and insure funding for other kinds of faculty development programs. In addition, the College has instituted general guidelines for travel expenses. Please review the Skidmore College Travel Policy for important details.

The Office of the DOF/VPAA oversees both the Travel-to-Read and the Travel-to-Represent Programs. In addition to these funding sources, departments are budgeted $500 per full-time faculty member in the travel line of their own budgets, overseen by the chair. Full-time faculty members, whether on campus or on sabbatical leave, may receive reimbursements from the Travel-to-Read or the Travel-to-Represent Programs (up to a total of $1,500) as well as from the departmental travel line as approved by the department chair. Part-time faculty members are eligible for proportional assistance if funds are available. On limited occasions, and at their discretion, chairs may authorize for department members' reimbursement from the departmental travel budget for professional support other than travel.

Temporary faculty serving as sabbatical replacements are not budgeted for departmental travel funds, but they may seek support from the Office of the DOF/VPAA's Travel-to-Read or Travel-to-Represent Programs. Chairs are eligible for departmental travel funds up to $500; they may, when appropriate, apply for supplementary ad hoc funds.

It is essential to secure timely authorization from the Office of DOF/VPAA before making commitments to be reimbursed from Travel-to-Read and Travel-to-Represent Programs. Faculty need also to allow ample time for processing requests for advances. Requests can be made by completing and submitting the travel request form that can be found on the web at:

FORM: ONLINE TRAVEL TO READ AND TRAVEL TO REPRESENT APPLICATION
http://www.skidmore.edu/fdc/additional_opportunities_dof_vpaa/travel-to-read-represent/travel-to-read-represent-form.php

Faculty should observe the College's current travel policies available on-line:
http://www.skidmore.edu/financial_services/documents/SKIDMORECOLLEGETRAVELPOLICY2016.pdf

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 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 with 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
http://www.skidmore.edu/fdc/additional_opportunities_dof_vpaa/ad-hoc/ad-hoc-grant-application.php

SKIDMORE COLLEGE TRAVEL AND ENTERTAINMENT POLICIES

Effective 2016

PURPOSE

These policies are intended as a guide to reimburse individuals for College-related travel and entertainment expenses. The responsibility to observe the guidelines rests both with the traveler and the chairperson or administrator who certifies conformance to these guidelines by approving the expenditure(s). This policy applies to anyone who incurs travel or entertainment expenses paid by Skidmore College, regardless of the source of funds. The College will reimburse for reasonable travel, meals, lodging, and out-of-pocket expenses incurred in the transaction of College business. This document outlines policies and procedures in general terms to allow reasonable discretion for travelers. Departments may implement more restrictive policies and procedures that departmental personnel should adhere to. The policy is not expected to cover every possible situation. Federally funded awards may have additional requirements.

RESPONSIBILITY

These policies and procedures are also necessary to comply with Federal tax law and third party sponsoring agency regulations. They will ensure consistent and fair treatment between departments throughout the College and the uniform reporting of financial results. In general, the quality of travel, accommodations, entertainment, and related expenses should be governed by what is reasonable and appropriate to the purpose involved. The College respects the personal integrity and discretion of each member of its faculty and staff and conducts expense account affairs accordingly. Skidmore's travel meets the IRS definition of an "accountable plan." As a result, travel reimbursements do not have to be

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 Rental.

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/purchasing/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).
  - 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 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).

  - Appropriate for travel within a 200-mile radius of campus.
  - Reimbursed at 54 cents per business mile as of January 1, 2016 (adjusted annually per IRS guidelines).
  - Maximum reimbursement for mileage is 400 miles round trip.
  - Tolls and parking fees reimbursed at actual cost.
  - Gas, oil, repairs, maintenance, fines, etc. are not reimbursed.
  - The College will reimburse personal insurance deductible for damages sustained while on business when employee is not at fault (police report required).

- ***Automobile Rental***

  The College's insurance provides for both liability and physical damage for employees who rent vehicles while on authorized College business. The coverage extends for car rentals in the US, Canada, Puerto Rico and US territories (therefore please waive the rental agency's insurance coverage). For vehicles rented in a foreign country - the College's international policy covers liability only, and therefore, you must secure physical damage coverage from the rental agency. If any rental vehicle will be in your custody for a period in excess of 30 days, please notify Business Services. Employee's personal effects, while within the vehicle, are not covered by College insurance unless the vehicle is no more than 1,000 feet from campus (limit of $25,000). If a loss or damage occurs to your personal property outside of this radius, please submit the loss directly to your homeowners/renters insurance.

  - Local rental appropriate only when cost effective.
  - Arrangements to be made through Enterprise for local car rental.
  - Luxury vehicles not allowed.
  - Collision damage coverage is not reimbursed.
  - Return car with full gas tank. Refueling charges by the rental agency are not normally reimbursed.

- ***Train Travel***

  - Encouraged when cost effective, especially to New York City.
  - Recommend arrangements to be made through Skidmore travel website. Contact AAA Northway if assistance is needed.
  - Coach travel only (otherwise individual covers incremental cost).

LODGING, MEALS, AND INCIDENTALS

- ***Lodging***

  - Recommend arrangements to be made through Skidmore Travel website.
  - Lodging costs should be kept to a minimum.
  - Cost up to $150 per night.
  - Cost up to $300 in High Cost Areas* (see list below). Conference rates are reimbursable.
  - Staying with friends or family is encouraged (appropriate gift is reimbursed, up to $50).

- ***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***

  - When College is paying for guest travel (job candidates, trustees, consultants, etc.), we encourage arrangements be made through AAA Northway or Skidmore travel website for Southwest Airlines reservations.

- ***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 with your expense report (this enables exchange rates to be handled efficiently); for cash transactions, please include exchange rates.

- ***Exceptions to the Policy***

  - 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

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

ENTERTAINMENT

- ***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 resulting business benefit expected to be derived from the expenditure. A list of names must be indicated on the expense report along with the purpose of the entertainment. Some examples of this type of entertainment would be for alumni functions and entertaining donors or prospective donors.

  - Generally no more than 2 or 3 faculty/staff should dine off-campus with each guest.
  - Spouse/partner may be included if guest's spouse/partner is present.

- ***Entertainment of Students***

  - Light refreshments for receptions, lectures, and other special events are reimbursable (Food Service should cater such events if more economical).

- 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-wide, must be catered by Skidmore Dining Services, and must be approved in advance by the Cabinet member responsible for approving the expense.
  - 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

- ***Gifts***

  - Individual and/or departmental gifts for parting, retirement, thank you, holidays, etc. are not reimbursed.
  - A gift for the non-faculty/staff host of a gathering is reimbursable up to $50.

- ***Illness, Birth and Condolence Gestures***

  - For employee inpatient hospital stays, please contact Human Resources and they will send an appropriate gift (approximately $35).
  - For birth or adoption, the College will send an appropriate gift (approximately $35) and congratulatory card (contact Human Resources).
  - In case of death of member of employee's immediate family, the College will send a memorial contribution of $25 (contact Human Resources).
  - Further gestures made by individuals are not reimbursed.

REPORTING AND APPROVAL OF EXPENDITURES

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

EXCEPTIONS TO THE POLICY

- 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.

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: William Tomlinson, Director of Sponsored Research, 436 Palamountain Hall, ext. 5177, wtomlins@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 programs. Most of the information that follows regarding proposal development, preparation and submission pertains to individual research grants. For information regarding faculty involvement in, or sponsorship of, institutional grants, please contact **Barry Pritzker, Director of Foundation and Corporate Relations, North Hall, ext. 5654, bpritzke@skidmore.edu.**

Working with faculty and staff to increase external funding and to provide opportunities for professional growth is critical to the overall health of the College. Both offices are committed to supporting Skidmore faculty and administration in realizing the institution's Engaged Liberal Learning Plan 2005-2015, as well as supporting the development of its faculty and professional staff.

FUNDING SOURCES

The SRO can assist at the earliest stages of proposal development by identifying potential sponsors for your project. The SRO maintains up-to-date reference materials on program schedules and sponsor guidelines and policies. Computer searches are also available for the identification of grant opportunities. Discussions with the SRO can help to broaden the pool of possible sponsors for your project.

If you have a sponsor in mind when developing a proposal for a research grant, current information about the program deadline, the review process, allowable costs, past and present funding priorities, grantor policies, and sponsor program personnel contacts are available through the SRO.

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), accuracy (i.e., is the budget adequate to accomplish 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 copy of the proposal, with a final budget, and the completed Proposal Approval form should be on file in the SRO at least 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 questions as you develop a concept paper (generally required for foundations) or proposal:

- What is the question or problem to be addressed; or what is the educational or scholarly objective of the project?
- What do you want to do?
- How will you do it - methods that will achieve the objectives?
- How will you know it works – means of assessing the outcome?
- How will others find out about the project and its results?
- Is there a need to continue the work after completion of the project?
- How will your project, when completed, impact others - what are the broader implications of the proposed project?
- 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 required from the College as part of your request for funding, the DOF/VPAA should be contacted early in the proposal development process and if approved a commitment letter should be obtained.

Once you have identified a potential sponsor, the SRO can secure program guidelines and application materials for you. Read the guidelines carefully and follow vigorously any instructions published by the prospective sponsor. If instructions are not provided by the sponsoring agency, the following proposal outline is recommended:

- **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 necessary for the conduct of the proposed project. Include a brief summary of current and pending support from other sources.
- **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.
- **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)*** *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:

  - *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.*
  - *Fringe benefits - Applicable items may include FICA, Retirement, Health and/or Disability Insurance for each itemized salary or wage.*
  - *Stipends for participants in the project from other institutions.*
  - *Lodging, Meals and Other Incidentals.*
  - *Consumable Supplies.*
  - *Essential durable equipment including computer software.*
  - *Travel related to project performance and presentation of results.*
  - *Consultants.*
  - *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, the 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, 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 Statement of Commitments and Proposal Approval form. *If the sponsor has an established indirect cost rate that is less than Skidmore's federally audited rate, this too should be noted on the checklist.*

- **Appendices**
  Appendices may include abbreviated curriculum vitae for key personnel, letters of support, survey instruments or summaries or other materials that support and strengthen your proposal. The restrictions on the length of the proposal set by the sponsor usually do not refer to appended materials. However, appendices should not be abused and should not include information central to your proposal.

Private foundations and corporate sponsors occasionally request a brief (2-3 page) concept proposal often in the form of a letter. Such sponsors may prefer to invite applicants to submit full proposals based on the appeal of the concept proposal. A good concept paper is not merely a letter of introduction or inquiry, but should reflect the essence of the full proposal. These letters (pre-proposals) should be crafted in partnership with the appropriate administrative office. Individuals should not submit proposals without the involvement of either the SRO or the Office of Foundation and Corporate Relations.

SUBMISSION OF THE PROPOSAL

Proposals will be submitted to the funding agency either by the SRO, subsequent to the approval of the DOF/VPAA, or by the Office of Foundation and Corporate Relations. The routing and review of finalized proposals should be completed at least 7 business days prior to the grantor's deadline.

Revision Date 081210

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/ and http://www.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 funding ideas and by implementing funded programs effectively. If we are not demonstrating creativity and innovation, either through our implementation of grants or by not applying for certain grants in the first place, we lose in two key ways. We lose our place at the table, so to speak—the opportunity to be on "A-lists" of colleges that receive important RFPs, and to be part of important national higher education conversations. Another consequence of not applying for, or not getting, grants is that we fall behind our peers in terms of innovation, with the attendant drop in reputation.

To summarize, then, it is vitally important to the College's academic standing that we continue to apply, both proactively (via initiating conversations about good ideas) and reactively (via RFPs), for key foundation (and to a lesser extent, corporate) grants, and that we implement those grants masterfully. One implication of this conclusion is that faculty members, as the essential locus of Skidmore's pedagogical and scholarly creativity, must be willing to propose, help develop, and implement creative funding ideas based on, and with an eye toward advancing, best practices in a national context.

FRAMEWORK

Funding ideas may come from within the institution, or foundations may invite proposals (RFPs) for particular projects. The appropriate Dean, in consultation with the President and others, makes the initial determination whether to pursue a funding idea or an RFP. Following this initial determination, an ad-hoc committee is formed, consisting of representatives from the appropriate administrative offices and faculty departments/programs, to develop the project (and the proposal). The Director of Financial Planning and Budgeting is always kept in the loop and has important input regarding budget considerations.

Grant projects will be announced to academic staff as part of the regular meeting agenda, and this group will be charged with keeping their colleagues informed as they would about any matter of institutional academic import. The Office of the DOF/VPAA will inform/consult with faculty committees as appropriate, especially in the case of major institutional grants.

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.

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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://www.skidmore.edu/ocse/. 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 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 opportunities 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 programs 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 opportunities 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 the faculty's department. OCSE may also be able to provide some funding for faculty who will be traveling abroad for other purposes (conference attendance, etc.) and who will be willing and able to visit a local 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 Skidmore's portfolio of programs. OCSE will announce site evaluation needs as they become available. Academic 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.