FACULTY DEVELOPMENT OPPORTUNITIES HANDBOOK

2006-07 – 2ND Edition

(includes Summer Faculty/Student Research Program information)

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NOTE:
All Application and Final Report forms can be found online at:
http://www.skidmore.edu/administration/dof/fac-dev/index.htm

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FACULTY DEVELOPMENT COMMITTEE – 2006-07

COMMITTEE MEMBERSHIP FOR 2006-07

- Kate Leavitt, Chair (Art and Art History)
- Katie Hauser (Art and Art History)
- Mary Ann Foley (Psychology)
- Aldo Vacs (Government)
- Mark Hofmann (designate from the Office of the Dean of the Faculty)

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 four times each year and for two faculty research initiative grants of up to $3,000 each in the spring. It also reviews applications for the Summer Collaborative Research Program, which includes pedagogical, curricular, and performance activities, as well as research and the Summer Technological Initiative Grants. In addition, the Dean of the Faculty 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 Faculty Development Committee will not normally fund the costs of reporting finished scholarship at conferences.

The Advanced Studies in England (ASE) Grant is also available to faculty who wish to pursue research in England. More information about the ASE opportunity is available from the Dean of Studies Office.

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

FACULTY DEVELOPMENT GRANTS

ABSOLUTE DEADLINES

FALL ROUND CLOSING DATES: **OCTOBER 2, 2006 & NOVEMBER 27, 2006**
(for grant period of Jan.1 - Aug. 31)

SPRING ROUND CLOSING DATES: **MARCH 5, 2007 & APRIL 23, 2007**
(for grant period of June 1 - Dec. 31)

GUIDELINES & PROCEDURES

1. Faculty Development grants are designed to help faculty begin new projects, help faculty enhance existing work in pedagogy and/or scholarship, 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 Dean of the Faculty.
2. Expenses should be requested at the completion of the project in the most economical way.
3. 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 Dean of the Faculty. Proposals for expensive scientific equipment, for example, are better directed to the chair of the department and the Dean of the Faculty for inclusion in operational and capital budgets for the department.
4. Travel reimbursement may cover the cost of transportation, lodging, and food. **PLEASE NOTE: Original, itemized receipts for all items $10 or over must be attached to expense reports. Your credit card bill and the receipt showing the total amount paid for restaurant charges are not considered adequate proof of purchase.**
5. Because faculty development funds are not intended to support faculty traveling to conferences, the Faculty Development Committee will not normally fund the costs of reporting finished scholarship at conferences.
6. 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.
7. Aid cannot be applied toward reimbursement for work completed nor is aid to be used as honoraria for award recipients.
8. Any equipment purchased under the approved research grant will remain the property of the College after the grant period is completed.
9. Projects funded by the Faculty Development Committee 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.
10. The Faculty Development Committee will advise recipients of awards via US Mail or campus mail and will announce awards by posting the list of recipients and their project titles via email to the faculty-list and by requesting that this list be entered into the minutes of the faculty meeting immediately following announcement of the awards.
11. Deliberations of the Faculty Development Committee 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, January 1 through August 31 and June 1 through December 31.
12. The final narrative report should be submitted to the Office of the Dean of the Faculty within three months of the end of the grant period (no later than December 1 for grants from January through August and April 1 for grants June 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 Faculty Development Committee.

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;
2. untenured, full-time faculty holding tenure track positions will be given preference;
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 Faculty Development Committee will not be considered.

ABSOLUTE DEADLINES

FALL ROUND CLOSING DATES: **OCTOBER 2, 2006 & NOVEMBER 27, 2006**
(for grant period of Jan.1 - Aug. 31)

SPRING ROUND CLOSING DATES: **MARCH 5, 2007 & APRIL 23, 2007**
(for grant period of June 1 - Dec. 31)

FORM: ONLINE SKIDMORE FACULTY DEVELOPMENT GRANT APPLICATION

http://www.skidmore.edu/administration/dof/fac-dev/FDC-Forms/FacDevelopmentGrnt-APP.htm

Faculty Development grants are designed to help faculty begin new projects, 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 $1,500 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 $1,500 will be supported beyond that limit. **The decision to provide partial support (up to $1,500) of proposals requesting more than $1,500 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.**

FINAL REPORT:

A Final Report must be submitted for all Faculty Development Grant awards. 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 Faculty Development Committee.

DUE DATES:
December 1 - for the grant period January through August
April 1 - for the grant period June through December

FORM: ONLINE SKIDMORE FACULTY DEVELOPMENT GRANT FINAL REPORT

http://www.skidmore.edu/administration/dof/fac-dev/FDC-Forms/FacDevelopmentGrnt-FinalReport.htm

EDWIN M. MOSELEY FACULTY LECTURESHIP

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

Joseph S. G. Bolton, "New Light on Shakespeare," 1957-1958
Miriam Benkovitz, "Fanny Burney: The Making of a Novelist," 1958-1959
Stanley Saxton, "Music from the West Indies," 1959-1960
Ernst Waldinger, "Tradition and Poetry," 1960-1961
Agnes Gelinas, "Collegiate Education for Nursing," 1961-1962
T. S. Krawiec, "An Essay on Values," 1962-1963
Sonja Karsen, "Jaime Torres Bodet: A Poet in a Changing World," 1963-1964
Alfrida Storm, "The Heritage of America," 1964-1965
Everett V. Stonequist, "Race Relations and the Great Society," 1965-1966
Henry C. Galant, "The French Doctor and the State," 1966-1967
Edwin M. Moseley, "The Outsider as Hero and Anti-Hero," 1967-1968
Denton Crocker, "Crayfishes, Biology and Values: A Personal View, 1968-1969
Yu-Kuang Chu, "A Comparative Study of Language Reforms in China and Japan," 1969-1970
Louise Elliott Dalby, "The Great War and Women's Liberation," 1970-1971
Harry Prosch, "Cooling the Modern Mind: Polanyi's Mission, 1971-1972
Erwin L. Levine, "The Ghost of John C. Calhoun and American Politics," 1972-1973
Edward Hausman, "Who Says Practice Makes Perfect?," 1973-1974
David Marcell, "An Appreciation of Henry Adams," 1974-1975
Laurence Josephs, "The Skidmore Poems: A Retrospective," 1975-1976
Darnell Rucker, "The Substance of the Self," 1976-1977
Alan Brody, "Courtships, Bar Mitzvahs and Other Things," 1977-1978
Ruth Lakeway, "La Lirica de Camera: The Twentieth Century Renaissance of the Italian Art Song," 1978-1979
Robert Boyers, "Confronting the Present: Politics, Fiction, Autobiography," 1979-1980
Earl Pardon, "Retrospective Exhibition," 1980-1981
Kenneth G. Johnson, "The Elusive Strand--an Exercise in Paleogeography," 1981-1982
Mary Ellen Fischer, "The Politics of Leadership in a Small Communist State: Nicolae Ceausescu and the Romanian Communist Party, 1965-1982," 1982-1983
George C. Green, "What Has Sound to do with Music? (A Composer, A Composition, Some Ideas—An Illustrative Lecture)," 1983-1984
William Brynteson, "Historicism, Manuscripts and Edward I of England," 1984-1985
Thomas S. W. Lewis, "To Do, To Be, To Suffer: The Memoirs of Ulysses S. Grant," 1985-1986
Harry F. Gaugh, "Edges," 1986-1987
William S. Brown, "Ecology, Populations, and Rattlesnakes: A Decade of Field Research," 1987-1988
Regis C. Brodie, "The Creative Process: An Artist's Point of View," 1988-1989
Carolyn Anderson, "The Living Newspaper: Evolution and Revolution," 1989-1990
Regina M. Janes, "Beheadings in Progress," 1990-1991
Tadahisa Kuroda, "How to Elect the President: Answers from the Early Republic," 1991-1992
Terence Diggory, "Collaborative Creation: The Case of Oranges," 1992-1993
Charles M. Joseph, "The Fictional Stravinsky: Unmasking the Icon," 1993-1994
Charlotte Goodman, "Literary Biography: Fashioning a Female Subject," 1994-1995
David Domozych, "The Life of a Plant Cell: Building and Holding the Fort," 1995-1996
Ralph Ciancio, "Seeing What Nabokov is Saying," 1996-1997
Sheldon Solomon, "Grave Matters on the Role of Death in Life,"1997-1998
Jeffrey O. Segrave, "The Modern Olympic Games," 1998-1999
Susan S. Lehr, "Barbarous Women and Invisible Children: Evolution of a Researcher's Research," 1999-2000
Mary Ann Foley, "Sharing a Fascinating Journey: The Study of Children's Memory Confusions," 2000-2001
Penny Jolly, "Pregnant Moments: Maternity Clothing as Metaphor in 15th-Century Netherlandish Art," 2001-2002
Rajagopal Parthasarathy, "Writing Between the Lines: The Politics and Poetics of Translation," 2002-2003
Roy Rotheim, "J. M. Keynes and the Struggle for Genius," 2003-2004
Mary Stange, "Wilderness, Real and Imagined, and Wild Women," 2004-2005
Pola Dobry Baytelman, "Piano Music of the Americas," Spring 2006 – deferred until fall 2006
Roy H. Ginsberg, "Exorcising the Ghosts of Europe's Past? 50 Years of European Integration," Spring 2007

The Faculty Development Committee will once again welcome your participation in the selection of the Edwin M. Moseley Faculty Lecturer for 2007-08. The Committee does not provide a special form for submitting a nomination, but would appreciate receiving from you a letter identifying the faculty member and the reasons which lead you to make the nomination.

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 other 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.

Revised 1/7/02 from an FDC document c. 1997-98, and a 2002-03 FDC document

The deadline for submitting nominations is Monday, **October 23, 2006**. Please send them to the Mark C. Hofmann, Associate Dean of the Faculty, Office of the Dean of the Faculty.

LEAVES OF ABSENCE

CLOSING DATE: JANUARY 15, 2007

The Faculty Development Committee has primary responsibility for evaluating applications for both pre- and post-tenure sabbatical leaves; **however, your department chair must approve applications before submission to the FDC and must provide a departmental plan for the period of the sabbatical leave to the Dean of Faculty's Office**. The deadlines, eligibility requirements, and procedures follow.

DEADLINES

Applications for both pre- and other tenure sabbaticals must be submitted to the Office of the Dean of the Faculty by **January 15, 2007.**

(2005-06 FHB: XII(A), p 120:

A. SABBATICAL LEAVES OF ABSENCE

1. Purpose

Sabbatical leaves of absence are granted by the Board of Trustees upon the recommendation of the 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 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 in triplicate on forms available through the Dean of the Faculty.

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

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

iv. Applications must be received by the Dean of the Faculty no later than January 15th of the academic year preceding the desired leave. The Dean's Office will transmit one copy to the Chair of the Faculty Development Committee.

b. Consideration:

i. On or before January 15h of the year preceding the intended leave, **the applicant's Chair should submit to the Dean of the Faculty in triplicate an evaluation of the project together with an explanation of departmental arrangements for the applicant's absence**. The Dean's Office will transmit one copy to the Chair of the Faculty Development Committee. [. . .]

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 6 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, Article XII Leaves of Absence, Topic A Sabbatical Leaves of Absence, 3 and 4.)

For further information, please consult the Faculty Handbook.

PROCEDURES

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

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

GENERAL INFORMATION

Other relevant information about sabbatical leaves appears in the *Faculty Handbook*. If you have questions, please feel free to contact Mark C. Hofmann, Associate Dean of the Faculty in the Office of the Dean of the Faculty or the Chair of the Faculty Development Committee.

Applications which are funded may be placed in a file accessible to the public, foundations, media, and future applicants.

The faculty member must submit a final report to the Office of the Dean of the Faculty 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/administration/dof/fac-dev/FDC-Forms/Sabbatical-PreTenureLv-APP.htm

FORM: ONLINE SABBATICAL or PRE-TENURE LEAVE FINAL REPORT

http://www.skidmore.edu/administration/dof/fac-dev/FDC-Forms/SabbPreTenureLeave-FinalReport.htm

THE RALPH A. CIANCIO AWARD FOR EXCELLENCE IN TEACHING

CLOSING DATE: MONDAY, FEBRUARY 5, 2007

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 Faculty Development Committee welcomes nominations and will evaluate the qualifications of nominees on the basis of criteria such as teaching rigor, effectiveness, motivation, knowledge of subject matter and overall dynamism. Nominees must be tenured or be a writer-in-residence, artist-in-residence or a senior teaching associate with at least five years of teaching experience at Skidmore College. Past recipients include John Anzalone, Professor of French (2001-02); Carolyn Anderson, Professor of Theater (2002-03); Gregory Pfitzer, Professor of American Studies (2003-04); Tadahisa Kuroda, The David H. Porter Professor (2004-2005); Ronald P. Seyb, Associate Professor of Government (2005-06); Penny Jolly, Professor, Professor of Art History (2006-07).

The Faculty Development Committee does not provide a special form for submitting a nomination but would appreciate receiving from you a letter identifying the faculty member and the reasons that led you to make your nomination. 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 three items to the FDC, to help provide as full a picture as possible of the nominee's contributions as a teacher at Skidmore:
    a. a written statement from the nominee;
    b. a supporting letter from a second Skidmore faculty member (different from the faculty member who submitted the original nomination);
    c. three years of teaching evaluations.

The statement and letter should address the criteria for the Ciancio Award as outlined in the description of the award with emphasis on information that might go unmentioned in teaching evaluations and on information that might more appropriately be addressed by one's peers than by one's students. For example, such information might include descriptions of contributions to teaching that may not be directly observable in the classroom, such as innovative teaching techniques, or the nominee's role in helping to shape the curriculum of one or more programs, or teaching and student mentoring other than in the traditional classroom setting.

The deadline for submitting nominations is February 5, 2007. Please send your nomination and supporting declaration to the Mark C. Hofmann, Associate Dean of the Faculty, Office of the Dean of the Faculty.

FACULTY RESEARCH INITIATIVE GRANTS

CLOSING DATE: FEBRUARY 5, 2007 - ABSOLUTE DEADLINE

The Faculty Development Committee invites your proposals for the Faculty Research Initiative Grant Program. The deadline for applications is **Monday**, **February 5, 2007**.

PROGRAM

The Skidmore College Faculty Research 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 two awards of up to $3,000. 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 Research Initiative is a competitive program open to full-time faculty eligible to return to Skidmore College for 2007-2008. Preference in assigning awards will be given to tenured faculty over non-tenured faculty and to tenure-track faculty over non tenure-track faculty.

APPLICATION INSTRUCTIONS

1. **ONLINE APPLICATION FORM**:
   http://www.skidmore.edu/administration/dof/fac-dev/FDC-Forms/FacResearchInitGrnt-APP.htm
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 a current curriculum vitae.
4. Attach 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 Development Initiative Grants may not be used for compensation or for honoraria. Provide information about other grant sources, both internal and external, that are being used in this project or have been requested for this project.
5. Project reviewers. Please submit the names of two to three internal disinterested referees who can judge this project for its worthiness. Applicants are responsible for providing correct addresses and for selecting reviewers who can perform their tasks in a timely manner. The FDC will contact the referees, send them copies of the application, and request their evaluations.
6. Failure to provide required materials will disqualify the candidate from consideration for a Faculty Research Initiative Grant.
7. A Final Report should be submitted to the Office of the Dean of the Faculty within three months 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.

FORM: ONLINE FACULTY RESEARCH INITIATIVE GRANT APPLICATION

http://www.skidmore.edu/administration/dof/fac-dev/FDC-Forms/FacResearchInitGrnt-APP.htm

FORM: ONLINE FACULTY RESEARCH INITIATIVE GRANT FINAL REPORT

http://www.skidmore.edu/administration/dof/fac-dev/FDC-Forms/FacResearchInitGrnt-FinalReport.htm

SUMMER FACULTY/STUDENT RESEARCH PROGRAM

SUMMER 2007

CLOSING DATE: MONDAY, FEBRUARY 19, 2007

PROGRAM

The Summer Faculty/Student Research Program, initially funded in part by the W. W. Keck Foundation, enables teams of Skidmore faculty and students to engage in significant projects over a ten-week period during the summer, beginning at the end of May. 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 ten-week period. 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 Summer Faculty/Student Research Program in early July; and submit a final report, demonstration, poster show, or other appropriate activity on progress and achievements at the close. A final written report is due from both the student and faculty member no later than September 15.

AWARDS

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

2. Each student participant will be paid $2,500 and receive free room and board at the campus. 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 Faculty Development Committee 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. Faculty may apply for funds to purchase supplies and equipment of modest cost (not more than $750). Faculty may also request funds to pay for the costs of travel to conferences where faculty/student teams will report the results of their research or further costs of printed publication. The FDC budget for such costs is limited and faculty are urged to use departmental funds as well to help pay for their costs.

APPLICATION PROCEDURE

Faculty/Student teams wishing to participate in the Summer Faculty/Student Research Program should submit an application to the Office of the Dean of the Faculty by **FEBRUARY 19, 2007**. The Faculty Development Committee 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 Summer Faculty/Student Research Program before, and if so, when;

2. the title of the project;

3. a brief description or abstract of the project (125 words maximum) written in a fashion comprehensible to non specialists;

4. a statement of the goals, proposed activities, and format of the final outcome (e.g., journal article, exhibit, website, conference presentation, etc.);

5. A brief description of the working relationship of the student and faculty member that specifies how the experience benefits the student's educational, professional, and/or creative goals;

6. an itemized budget, listing the costs of equipment and supplies needed to complete the project;

7. a complete description of the project in language accessible to the non-specialist (1500 words maximum);

8. a signed description of project responsibilities written by the student;

9. signatures of both the faculty and student applicants.

FORM: SUMMER FACULTY/STUDENT RESEARCH PROPOSAL – Cover Page

http://www.skidmore.edu/administration/dof/fac-dev/FDC-Forms/FacStuResearchAppl.pdf
The Cover Page must be attached to materials submitted by both the Student and the Faculty Member.

CRITERIA FOR SELECTION

1. Each proposal will be judged on the 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 ten-week 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. In general, proposals from faculty who will return to the College for the 2007-08 academic year will be given priority over proposals from other faculty.

5. This program is available to only those teams that apply to the Faculty Development Committee.

6. Teams will be selected by the Associate Dean of the Faculty following recommendation by the Faculty Development Committee.

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 three group sessions unless prior arrangements have been made with the Associate Dean of the Faculty when the awards are accepted.

3. The applications which are funded may be placed in a file accessible to the public, foundations, media, and future applicants.

4. 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.

5. Work submitted for publication or public presentation should acknowledge the role of the Skidmore College Summer Faculty/Student Research Program funded in part by the W. M. Keck Foundation.

6. A **FINAL REPORT** must be submitted to the Office of the Dean of the Faculty by **September 15** immediately following the summer the research project occurred. Faculty members 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. All materials and/or equipment purchased with the aid of grant funding become the property of Skidmore College when the funded project is completed.

FORMS: SUMMER FACULTY/STUDENT RESEARCH PROPOSAL – Final Reports

DUE: September 15, 2007

ONLINE FACULTY FINAL REPORT:
http://www.skidmore.edu/administration/dof/fac-dev/FDC-Forms/CR-FacFinalRpt.htm

ONLINE STUDENT FINAL REPORT:
http://www.skidmore.edu/administration/dof/fac-dev/FDC-Forms/CR-StuFinalRpt.htm

SUMMER TECHNOLOGICAL INNOVATION GRANTS

CLOSING DATE: MONDAY, MARCH 26, 2007

Guidelines

The Summer Technological grants will support projects that elicit increased technological sophistication among the faculty – with results that can benefit students, other faculty, and the curriculum. These grants are awarded primarily to support projects that promise pedagogical innovation. The Faculty Development Committee is particularly interested in projects integrating pedagogy and scholarship, and promising benefits in both arenas. The Committee will consider projects that focus on scholarship alone, but will favor proposals addressing pedagogy and scholarship or pedagogy alone.

- *Who should apply?*

These grants will support faculty who plan to make increased use of technological/multimedia developments, such as those resources that have been added to several campus classrooms. The applicants will be expected to be able to work relatively independently toward completion of their projects. Typically these faculty members will have participated in the CITS-Scribner Summer Institute and will be reasonably knowledgeable in the topics and techniques covered by the Institute.

Applicants will be faculty who wish to develop additional capabilities essential for enriching pedagogy with the aid of information technology. Thus, developing skills in application of basic technological tools (e.g., elementary use of a word processor, spreadsheet, or database manager) would not qualify as reasons for funding a proposal. Rather, these grants would support a faculty member wishing to develop expertise in the use of a particular piece of equipment or software that will lead to clear and potentially valuable innovation in pedagogy.

For example, these grants might support faculty who wish to develop multimedia presentations (e.g., using Powerpoint, Macromedia Director, or Authorware) that enhance the content or delivery of a course. The grants might support innovative development of web pages that afford students new and imaginative access to information. The grants might support imaginative applications of sophisticated software (e.g. electronic spreadsheets, computer algebra systems, etc.) that guide students to highly interactive work with the content of particular classes or encourage systematic sharing of information that intensifies communications among students and faculty.

- *What support will the grants provide?*

Each year the Faculty Development Committee will grant a maximum of four Summer Technological Innovation Grants. These grants will provide the following resources:

1. A summer stipend of $1,000 with $500 provided at the beginning of the summer and $500 upon submission of a report that describes the application of the project's findings in the curriculum. All obligations must be completed by the end of the academic year in order to receive the balance of the stipend.
2. Funding (of approximately $500) for acquisition of equipment directly related to the project.
3. Consultation with knowledgeable people from CITS and/or the Library staff.

- *What should the proposal include?*

1. A one-page abstract of the project written in language that non-experts can understand and evaluate.

2. A clear typed description of the project (one to five pages, double-spaced) specifying the problem or issue to be explored, the gains anticipated from the use of information technology, and the specific course(s) that will employ the proposed innovations.
3. A current curriculum vitae that describes the applicant's qualifications to apply information technology in the ways that they propose. The c.v. should describe how the applicant currently uses technology to support teaching and learning.
4. An itemized budget that describes the costs of all requested equipment and services and justification of how the enumerated resources help accomplish the goals of the project.
5. A plan for dissemination of the information acquired in the project. For instance, we encourage the recipients of these grants to serve as peer mentors at the conclusion of the projects and to make presentations at a Pedagogy Workshop in the subsequent academic year.

- *What are the criteria for evaluation?*

1. The committee will evaluate proposals for their feasibility, for their evident capacity to attain the declared objectives within the constraints of available time and requested resources. Projects should attain results that afford application in the curriculum within one year of receiving the grant.
2. The Committee will favor proposals from faculty who have not recently received Faculty Development support as contrasted with those faculty who have been supported recently or frequently by the FDC.
3. Applications from faculty who have exhibited effective use of grant money in pursuit of pedagogical, 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 will not be considered from faculty who have not filed complete reports and expense forms related to previous grants from the FDC.**
5. Funded applications will be placed in a file accessible to the public, foundations, media, and future applicants.

- *To whom should faculty apply?*

Faculty should apply by **March 26, 2007** to the Office of the Dean of the Faculty. Proposals will be reviewed by the FDC, supplemented by guidance from appropriate technical consultants.

FORM: ONLINE SUMMER TECHNOLOGICAL INNOVATION GRANT APPLICATION

http://www.skidmore.edu/administration/dof/fac-dev/FDC-Forms/SummerTechInnovationGrnt-APP.htm

A Final Report should be submitted to the Office of the Dean of the Faculty within three months of the end of the grant period. Failure to do so may result in advances being treated as taxable income and in disqualification from future grant opportunities.

FORM: ONLINE SUMMER TECHNOLOGICAL INNOVATION GRANT FINAL REPORT

http://www.skidmore.edu/administration/dof/fac-dev/FDC-Forms/SummerTechInnovationGrant-FinalReport.htm

OFFICE OF THE DEAN OF THE FACULTY

INTRODUCTION

Contacts for the Office of the Dean of the Faculty: Muriel Poston (Dean of the Faculty), Mark C. Hofmann (Associate Dean of the Faculty), and the 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 Dean of the Faculty 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 Dean of the Faculty 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 $1,000 combined) 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 Dean of the Faculty'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 the Dean of the Faculty 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 contacting the Mark C. Hofmann, Associate Dean of the Faculty in the Office of the Dean of the Faculty, or 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/administration/dof/fac-dev/FDC-Forms/TravelReadRep.htm

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

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

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

Faculty members are responsible for completing and submitting an Expense Report Form, accompanied by receipts for meals, lodgings, 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 Dean of the Faculty 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 Faculty Development Committee.

FORM: ONLINE AD HOC FUNDS APPLICATION

http://www.skidmore.edu/administration/dof/fac-dev/FDC-Forms/AdHoc-APP.htm

SKIDMORE COLLEGE TRAVEL AND ENTERTAINMENT POLICIES

Effective January 1, 2004

GENERAL INFORMATION

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:

1. they must have paid or incurred deductible expenses while performing services as your employees;
2. 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 receipts must be attached to the statement (**PLEASE NOTE: Original, itemized receipts for all items $10 or over must be attached to expense reports. Your credit card bill and the receipt showing the total amount paid for restaurant charges are not considered adequate proof of purchase.**);
3. 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.

SKIDMORE COLLEGE TRAVEL POLICY

MODES OF TRAVEL

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

- **Air Travel**
  - Appropriate for travel beyond a 200-mile radius from campus
  - Arrangements should be made through the Skidmore travel on-line website at (http://www.skidmore.edu/administration/travel/) by using a personal credit card or your corporate VISA card, not your departmental purchasing card. We encourage use of the corporate card because the College receives a rebate based on the total volume of the card usage.
  - If you find a more economical flight outside of the College travel website, please book it.
  - 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 44.5 cents per business mile (adjusted annually per IRS guidelines)
  - 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 1000 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
  - 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 the College travel website. Contact AAA if assistance is needed.
  - Coach travel only (otherwise individual covers incremental cost)

LODGING, MEALS, AND INCIDENTALS

- **Lodging**
  - Lodging costs should be kept to a minimum
  - Cost reimbursed up to $130 per night
  - Cost reimbursed up to $200 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, and Connecticut
  - Obtain appropriate forms from Accounts Payable or from Purchasing web page (NY only)
  - Some states accept NYS exemption; check with vendor

- **Meals 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

  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
  - 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 the Dean of the Faculty
  - 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 $10 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.

- **International Travel**
  - Please use your corporate card whenever possible
  - 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. 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

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 artist, writers etc. Reimbursement up to $40 per person. Please use the Downtown Discount Business Cards whenever possible (available from Purchasing).
    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 two or three 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 going away parties, retirement, or holiday celebrations are not reimbursed. (Campus wide parties must be catered by Food Service)

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 a $50 savings bond 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 receipts for all items $10 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.

SUMMER WORKSHOPS

Skidmore College has offered a variety of workshops each summer in response to faculty/student/administration needs. For more than ten years it has sponsored the Liberal Studies Workshop to help generate courses to deliver the Liberal Studies program. There have also been workshops that have promoted courses in writing, quantitative reasoning and workshops to encourage diversity and understanding of information technologies as well as assessment. There will be announcements in the spring to explain which workshops will be held and to provide information about the application process.

Those interested in giving a workshop should contact the Mark C. Hofmann, Associate Dean of the Faculty in the Office of the Dean of the Faculty by March 15, 2007.

PEDAGOGY WORKSHOPS

This is a series of programs offered throughout the academic year in which faculty gather to engage pedagogical issues, typically in a workshop format. Planned to address current campus initiatives, the programs involve faculty presenters who share their work in refining and expanding their teaching skills and strategies. Initiated in the spring of 1994, the programs have included presentations on the canon, connections between teaching and research, and writing in the disciplines. A schedule of programs will be issued early in each semester. You are cordially invited to attend.

NYU FACULTY RESOURCE NETWORK

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

Member institutions include: Benedict College, Bennett College, Chaminade University, Chicago State University, Clark Atlanta University, College of New Rochelle, Dillard University, Fairfield University, Hampton University, Huston-Tillotson College, Johnson C. Smith University, Manhattan College, Manhattanville College, Marymount College, Marymount Manhattan College, Morehouse College, New York University, Ramapo College, Richard Stockton College, Saint Peter's College, Spelman College, Talladega College, Tougaloo College, Union College, University of Hartford, University of the Sacred Heart, Wagner College, and Xavier University.

The Network offers lectures, performances, and special events throughout the year for faculty of member institutions. The Network provides other opportunities. First, the Network sponsors one-week long summer seminars on a variety of topics. There has been discussion about topics for the coming year such as new techniques for teaching foreign languages and another on the Sixties. Jordana Dym in History, Dan Curley in Classics, Viviana Rangil in Foreign Languages & Literatures, David Vella in Mathematics, Tom Denny in Music, Ruth Andrea Levinson in Education and Loretta Parsons in Biology, have been recent participants from Skidmore. Second, the Network invites applications for Associates, who will have library privileges and, depending on availability, a New York University faculty host to discuss topics of mutual interest. Although there is no stipend associated with this program, Skidmore faculty may seek financial assistance from Faculty Development grants or from the Ad Hoc funds administered by the Office of the Dean of the Faculty to help with travel costs. Third, the Network accepts a limited number of scholars in residence, usually for a term or summer (though a shorter time period may be arranged during a semester)

or one month in the summer, for whom housing and library privileges are provided. This program may fit neatly with sabbatical leaves of Skidmore faculty. Rob Linrothe of Art History, Michael Arnush of Classics, Linda Simon of English, Lary Opitz of Theater, Tom Denny of Music, and Joanna Zangrando of American Studies have enjoyed the privilege of being a Scholar-in-Residence. Fourth, faculty who may require short-term housing to pursue professional interests in New York City may request housing at NYU at a very moderate rate on an as-available basis.

There are other potentially useful ways to tap into the Network. Faculty who are working on grant proposals may benefit from a reading by NYU faculty members who have been successful applicants. Those who want to initiate a summer workshop or seminar may find colleagues at Network institutions to be supportive.

You may reach the Network by e-mail at frn@nyu.edu or on their web site at www.nyu.edu/frn.

Joanna Zangrando, Professor of American Studies, is the Skidmore liaison officer for the Network.

HUDSON MOHAWK ASSOCIATION OF COLLEGE AND UNIVERSITIES

The Interdisciplinary Seminars

The Hudson Mohawk Association of Colleges and Universities is a consortium of twenty-one institutions of higher education in Upstate New York and Western Massachusetts. The focus of the Association is to enhance its member's activities through collaboration. Specifically, at the direction of the Board of Trustees, these efforts apply to professional development, resource sharing, diversity, and access. The Association acts as an organizational force to bring professionals on campus together with their colleagues at other institutions. In addition, the Association sponsors community events such as the College Fair, Parent's Information Night, the Caravan to local high schools and community connection with secondary education.

The consortium also offers a program of interdisciplinary seminars for eight to fifteen faculty members from member institutions. For more information on how to propose a seminar, please contact the Hudson Mohawk Association at mmail@hudsonmohawk.com.

NOTES ON PREPARING PROPOSALS FOR EXTERNAL FUNDING

At Skidmore College, faculty and academic departments often seek external funding to support innovation in the curriculum, modernization of departmental programs, or resources that aid personal scholarship. Getting and spending oblige faculty to know about sources of funds, the opportunities and constraints that accompany external funding, and the consequences of forming grant-based agreements with foundations. These notes explore issues and supply information that is helpful when faculty write proposals to seek external funding. We urge authors of proposals to communicate their plans and objectives to all appropriate officers and departments of the College, so these officers are aware of the educational, logistical, administrative, and financial consequences in the search for and receipt of external dollars. The web site: http://www.skidmore.edu/administration/dof/fac-dev/fdc/external/extproposalfm.htm reports the offices and people to inform of your proposal before you submit the request to a funding agency.

A request for external funding to support curricular or scholarly endeavor begins with an individual or group of faculty who describe the methods and objectives of a project they plan to pursue. Early discussion by the principal investigator (PI) with a member of the Dean of the Faculty staff (Associate Dean and/or the Director of Sponsored Research) alerts the Office of the Dean of the Faculty to objectives for the project and initiates support for proposal preparation.

Typically, the Director of Foundation and Corporate Relations assists with proposals that exhibit institutional emphases: projects that engage groups of faculty or entire departments, and initiatives that are likely to have broadly based impact on the campus. The Director usually does not assist with proposals directed to federal agencies, though that director will consult and offer guidance or information that might be helpful for faculty.

Conversation between the PI and the DoF staff will focus on the following issues:

1. educational and or scholarly objectives;
2. people who will participate;
3. communications with departmental chairs, and appropriate administrative offices;
4. methods that will achieve the objectives;
5. means of assessing the outcome;
6. plans for continuing the work after the external funding has been exhausted;
7. staffing implications;
8. space implications;
9. financial implications: support for direct and indirect costs sought from the foundation and from Skidmore College;
10. federal regulation implications

The PI, in cooperation with the appropriate Dean or with the SRO, then writes a two-page summary that expresses the goals of the project, the reasons it is important to attain these goals, why the faculty and Skidmore are the right people and institution to launch the project, the methods that will aid in attaining the goals, and a preliminary budget that reports costs and intervals of time required to complete the project. This summary will provide the appropriate Dean and/or the Foundation/Corporate Relations Officer with the fundamental issues that they can use to prepare a brief letter that describes the project and speaks to the interests of the foundation officer with whom they will communicate.

With the summary complete, faculty can search for foundations likely to be interested in the project. The Faculty Development web page offers a timely and diverse collection of information on foundations (private and public) and their funding interests. Conversation with the SRO and with the Director of

Foundation and Corporate Relations will help reveal other funding agencies likely to consider support of the project.

Once the PI has identified appropriate foundations, he or she should request guidelines from the foundation to confirm that the foundation really is interested in the kind of initiative that the PI proposes. The PI or a DOF staff member, in a phone conversation with an officer of the foundation, explores the outline of the project to gain the reactions and recommendations of the program officer.

If the officer expresses interest, preparation of a complete proposal (narrative and budget) is the next step. Federal grant programs and private foundations frequently exhibit different expectations for proposals. Federal agencies insist upon comprehensive descriptions of projects that explore the problem the project will engage, the goals and objectives of the project, the plan for attaining those ends, and means of assessing the results of the project in addition to other issues summarized in the outline below. Private foundations also expect clear descriptions of the project, though the level of detail and degree of development may not be as great as that required by federal agencies. Discussion with the appropriate Dean, the SRO, and with the Foundation/Corporate Relations Officer will help the PI select the appropriate depth of proposal description.

Once a foundation has reflected upon the initial inquiry and invited submittal of a full proposal, the PI can work with the appropriate Dean, the SRO, or with the Foundation/Corporate Relations Officer to write a complete proposal. A complete proposal usually exhibits the following content:

1. Title page
    a. the name of the foundation that will receive the proposal;
    b. Skidmore College and its address; project title;
    c. the principal investigator and his or her department;
    d. the phone number, FAX number, and e-mail address of the PI;
    e. the time interval for the project;
    f. a signature line for the PI and for the officer representing the College.

An abstract: a brief typewritten summary of the significance of the project, how it will be achieved, and over what time interval.

Table of contents

Project description: a full and well-organized discussion of the problem to be addressed that includes the following information:

a. the goals (qualitative) of the project;
b. the influence of the project upon current circumstances in need of improvement, that is, what are the benefits of the proposed solution;
c. particular objectives and design for measuring how well the project gains on these objectives;
d. detail of how the project team will do what it promises to complete;
e. qualifications of the people who will operate the project;
f. identity of external reviewers for the project, people interested and qualified to assess the merits of the proposed project objectives and success in achieving those ends;
g. the means for disseminating the findings of the project on campus and to other colleges.

Description of essential travel for the project

Institutional profile: a brief description of Skidmore and its history and programs, particularly as these matters provide context for the proposed project.

Budget: the budget is a profile of the project described in dollars that will support attainment of the project objectives. Project costs divide into direct (those required to support the particular actions of the project) and indirect (those that supply assistance to and or management of the project, e.g., secretarial assistance, maintenance of information technology equipment, routine supplies). Indirect costs are usually negotiated with the funding agency, though in the case of federal funding, such costs, depending upon the federal agency may be defined by an agreement that Skidmore College (through the Director of Financial Services) has negotiated with the federal government. The SRO will assist faculty with these matters.

DIRECT COSTS FOR THE PROJECT

- Salaries, wages, stipends for faculty, students, and staff; the time committed to the project for each salary or wage should be reported in the budget plan.
- Stipends for participants in the project from other institutions.
- Room and board.
- Benefits such as FICA and Medicare premiums or retirement contributions.
- Consumable supplies.
- Essential equipment (hardware and software).
- Construction or renovation of space.
- Directly related travel.
- Consultants.
- Publication.
- Duplication.
- Cost sharing (evidence of financial commitment by Skidmore College to the project).

Resumes: of the principal participants in the project

Appendices: essential information for establishing the context of the project (financial, logistical, staffing, design)

Submission of the proposal: proposals will be submitted to the funding agency either by the Office of the Dean of the Faculty or by the Office of Foundation and Corporate Relations. The PI, working with the Associate Dean(s) or with the SRO deliver the completed proposal to the Dean's Office at least ten days before the deadline for submitting the proposal to the selected foundation. If the research employs human subjects, the PI must acquire the endorsement of the Institutional Review Board before submitting the proposal to a foundation.

Once the proposal is complete, the PI must obtain endorsement of the College officers listed on the form at the following website:

http://www.skidmore.edu/administration/dof/fac-dev/fdc/external/extproposalfm.htm

RPDS ~ July 2004

CHECK LIST

Office to Review Proposals for External Funding

	Signature of Reviewing Officer
Departmental Chair(s)	_____
Dean of the Faculty	_____
Director Foundation and Corporate Relations	_____
Business Affairs; Budgeting and Planning	_____
Administrative offices concerned with project logistics	_____

SKIDMORE COLLEGE ~ POLICY FOR EXTERNAL INSTITUTIONAL GRANTS

This information is meant to complement key material on sponsored research and faculty-originated institutional grants that may be found on the Office of the Dean of the Faculty web page. In particular, "Grant Preparation Assistance" 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 of the initiative of the president or the 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. Just as well, institutional grants can encourage, respond to, and reward faculty creativity and initiative. It is also true that, 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 would like to be seen as a valued partner.

The only way we can achieve this goal, 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 creative, innovative funding ideas and by implementing funded programs effectively. This is also why, in addition to the important goal of advancing institutional goals, Skidmore must be active in the foundation grants arena.

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 the radar screen of leading foundations, to be on "A-lists" of colleges that receive important RFPs, and to be part of important national conversations about shaping the direction of higher education in America. Another consequence of not applying for, or not getting, grants is that, well, we don't get the grants, and since many, or most, of our peer institutions are applying for and getting these grants, we fall behind them 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 and reactively (via RFPs), for key foundation (and to a lesser extent, corporate) grants, and that we implement them in a creative and innovative fashion. One implication of this conclusion is that faculty members, as the essential site of Skidmore's pedagogical and scholarly creativity, must be willing to propose, help develop, and implement creative funding ideas.

FRAMEWORK

Funding ideas may come from within 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 Dean of the Faculty 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 to develop/create 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.

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

Notify/involve faculty committees of grant activities as appropriate.

NB: The administration also has a responsibility to the funding agency to execute a funded grant essentially as proposed. Program grants naturally undergo a certain evolution in the course of their lives. Nevertheless, a successful grant proposal 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.

4/12/02

ADDITIONAL FACULTY OPPORTUNITIES THROUGH THE DEAN'S OFFICE

INSTITUTE OF HISTORICAL RESEARCH - UNIVERSITY OF LONDON

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

ACADEMIC CAREER NETWORK - ACN

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

1. the ability to post a c.v. and/or resume in a searchable database accessible to prospective employers at member schools;
2. access to members' employment pages, as well as those of other regional colleges and universities, through a password-protected Web site;
3. notification via e-mail should a position that matches one's qualifications become available (in some cases, such notification would come in advance of a more public posting);
4. career development seminars and/or events designed to facilitate networking with peers and prospective employers.

More information can be obtained at the Network's Web site:
http://acn.fivecolleges.edu
or by contacting Mark C. Hofmann, Associate Dean of the Faculty, Office of the Dean of the Faculty

EXTERNAL OPPORTUNITIES

THROUGH

NON-AFFILIATED PROGRAMS

ADDITIONAL FACULTY OPPORTUNITIES THROUGH THE OFFICE OF THE DEAN OF STUDIES OR INTERNATIONAL PROGRAMS

You will need to submit applications directly to the Dean of Studies Office and/or the Office of International Programs for the following programs.

DIRECTOR OF THE SKIDMORE IN LONDON PROGRAMS

Faculty interested in serving as on-site director of the Skidmore in London Program for freshmen during the fall semester or the Skidmore in London Program for juniors during the spring semester should notify the Director of the Office of International Programs. This office typically makes announcements of available London Program opportunities a year or two in advance of the program dates (the post is currently filled through spring 2008). Appointments are made after consultation and review by the OIP Director, the Dean of Studies, the appropriate department chair, and the Office of the Dean of the Faculty.

INSTITUTE FOR THE INTERNATIONAL EDUCATION OF STUDENTS

IES, one of Skidmore's central study abroad affiliations, periodically sponsors "familiarization trips" to program sites abroad, faculty seminars on cultural and academic topics, and foreign language seminars for language instructors. IES also organizes an "Associate" program" designed for faculty on sabbatical who would like to spend one or two months at the location of an IES Center abroad. Faculty Associates are expected to participate in the academic life of a Center--for example, by giving a series of lectures open to the community, by team teaching for part of a term with one of the IES faculty members, by offering a special seminar for IES and/or host country students, or by serving as a consultant on one of the languages programs. The Center will assist the Associate in making local research contacts at the Center site and help locate housing.

The Director of the Office of International Programs will alert appropriate faculty to the site visit opportunities. Faculty who might be interested in the Associate Program should contact the Director of OIP for details.

ASE RESEARCH GRANTS - SUMMER AND FALL 2007

CLOSING DATE: FRIDAY, FEBRUARY 23, 2007

Through Skidmore's affiliation with Advanced Studies in England (ASE), two or three grants up to $1,000 each are available to Skidmore faculty who wish to pursue research in England during the summer or fall 2007. Funds may be applied toward expenses for travel, lodging, meals, and research costs incurred during the time spent abroad.

Applications for the ASE grants will be judged by their potential benefit both to the ongoing work of the individual faculty member and the College (for example, course development, enhancement of programs for study abroad, etc.). Preference will be given to applications that demonstrate the most specific need for work on site in England, particularly (but not exclusively) at the two ASE locations of Bath and Oxford.

The ASE Grants are awarded through the offices of the Dean of the Faculty and the Dean of Studies in consultation with the Skidmore faculty liaison for ASE and the Faculty Development Committee. Letters of application outlining anticipated expenses and the nature and duration of the proposed research should be sent to the Mark C. Hofmann, Associate Dean of the Faculty in the Office of the Dean of the Faculty by Friday, February 23, 2007. Faculty members are welcome to explore their possible interest in the ASE opportunities with the Associate Dean of the Faculty or with the Associate Director of the Dean of Studies Office.

OPPORTUNITIES THROUGH NON-AFFILIATED PROGRAMS

Throughout the year, the Office of International Programs receives information regarding overseas faculty development opportunities that are sponsored by non-affiliated programs. These opportunities include site visits in which faculty are asked to evaluate a particular non-affiliated program or international education conferences that are specific to a particular discipline and are held overseas. The Director of the Office of International Programs will communicate with the Dean of the Faculty or with the appropriate department chair as these opportunities arise. Occasionally, the Office of International Programs is able to provide a small subsidy to support faculty involvement in one of these programs.