

# Skidmore College

## Faculty Development Opportunities Handbook



2024-2025

# **FACULTY DEVELOPMENT OPPORTUNITIES HANDBOOK**

## **2024-2025**

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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 - 2024-2025**

### **COMMITTEE MEMBERSHIP FOR 2024-25**

- Janet Casey (Designate from the Office of the Dean of the Faculty and Vice President for Academic Affairs)
- Monica Das, Economics
- Josh Ness, Biology
- Pushi Prasad, Management and Business
- Tim Wientzen, English (Chair)

Gina Hoefer (Senior Budget Administrative Coordinator, Office of the Dean of the Faculty and Vice President for Academic Affairs ), *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 20, 2024

The 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 issues of diversity and inclusion. These might include diversity of discipline, gender, and/or ethnic background. Depending on the number of nominations received, the FDC may first narrow the pool of nominees. Only the finalists will be asked to submit supporting material for further consideration. Please email the supporting material to Debra Peterson at [dpeters1@skidmore.edu](mailto:dpeters1@skidmore.edu).

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  
2018 recipient: Sarah Goodwin  
2019 recipient: Penny Jolly  
2020 recipient: Pat Oles  
2021 recipient: Mark Hofmann  
2022 recipient: Grace Burton  
2023 recipient: Denise Evert  
2024 recipient: Erica Bastress-Dukehart

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 4, 2024  
(for grant period of December 15 through August 31)

**SPRING ROUND CLOSING DATES:** Friday, March 14, 2025  
(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 through Oracle giving details for each expenditure; there is no reimbursement for alcohol. 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 IACUC chair. 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.
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. Untenured, tenure-track faculty will be given first preference, followed, secondly, by tenured faculty and, thirdly, full-time non-tenure-track faculty. (Note that a non-tenure-track faculty member receiving an award must use the funds before the end of the grant period *or* the end of the contract period, whichever comes first.) Applications from part-time faculty will also be considered if funding allows.
3. Proposals from faculty who have not recently or repeatedly received research grants will be considered more favorably than faculty who have recently or repeatedly 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 final narrative 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](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](http://www.skidmore.edu/fdc/internal_grants/faculty-dev-grants/faculty-development-grant-final-report.php)



## EMERITUS FACULTY DEVELOPMENT GRANTS

### DEADLINES:

FALL ROUND CLOSING DATES:

Friday, October 4, 2024

(for grant period December 1 through May 15)

SPRING ROUND CLOSING DATES:

Friday, April 11, 2025

(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 Human Resources. 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, award recipients 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 IACUC chair. 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. Proposed projects must be in compliance with Skidmore College policies and procedures; see, in particular, the Policy on Political Activity (<https://www.skidmore.edu/vote/political->

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

11. The FDC will advise recipients of awards via email.
12. Deliberations of the FDC are strictly confidential and decisions on awards are not to be discussed with individual committee members. All inquiries regarding awards shall be addressed to the chairperson.

### **CRITERIA FOR EVALUATION OF GRANT APPLICATIONS/PROPOSALS**

Applicants must qualify for retiree status according to Human Resources criteria. In making awards, the FDC will first consider the excellence of the emeritus faculty development proposals. When proposals are comparably meritorious, and when there are insufficient funds to support all meritorious proposals, the FDC will award grants on the basis of the following criteria:

1. Proposals will be assessed on their merit. A proposal for scholarly research or creative work will be evaluated relative to the contribution that the project may make to its respective field. In certain instances consultants may be requested for expert advice.
2. Proposals from emeritus faculty who have not recently received research grants will be considered more favorably than faculty who have recently been granted faculty research money.
3. Applications from emeritus faculty who have, in the past, used grant money effectively for the pursuit of scholarly or creative work will be considered in a more favorable light than applications from those who have received grants but who have not yet productively employed them.
4. Applications from emeritus faculty who have not filed completed reports and expense forms on the use of previous grants awarded by the FDC will not be considered.

These development grants are designed to help emeritus faculty begin new projects, enhance existing professional work, or for seed money to finance application for external grants. Awards for proposals can range from very modest sums (less than \$100) to support a highly specific limited need to \$1,500 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 \$1,500 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.**

#### **FORM: ONLINE EMERITUS FACULTY DEVELOPMENT GRANT APPLICATION**

[http://www.skidmore.edu/fdc/internal\\_grants/emeriti-grants/emeritus-faculty-grant-application.php](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](http://www.skidmore.edu/fdc/internal_grants/emeriti-grants/emeritus-faculty-grant-final-report.php)

## KRESS FAMILY CREATIVE PEDAGOGY GRANT

**DEADLINE:** Friday, March 14, 2025 (for grant period of June 1 through May 31)

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.

### 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 through Oracle giving details for each expenditure; there is no reimbursement for alcohol. 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 IACUC chair. 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 email.
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](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](http://www.skidmore.edu/fdc/internal_grants/kress-grant/kress-grant-final-report.php)

## EDWIN M. MOSELEY FACULTY LECTURESHIP

CLOSING DATE: Friday, November 22, 2024

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, "Galaxies of the 21 <sup>st</sup> Century"  |
| 2018-19 | Catherine Berheide, "Still Gendered After All These Years: Pay, Promotion, and Faculty Well-being"                 |
| 2019-20 | Matthew Hockenos, "Then They Came For Me: America and the Making of the Niemöller Myth"                            |
| 2020-21 | Susannah Mintz, "From Milton to Memoir: On Sentences, Story and Self"  |
| 2021-22 | Daniel Nathan, "Remembrance of Games Past: Sport, History, and Culture"  |
| 2022-23 | Paul Arciero, "The Superhero Syndrome: Keep Your Eyes on the PRISE"  |
| 2023-24 | Giuseppe Faustini, "Smiling Pages: Visualizing Dante's Divine Comedy"  |
| 2024-25 | Beau Breslin, TBA  |

The FDC will once again welcome participation in the selection of the Edwin M. Moseley Faculty Lecturer for 2025-26. To facilitate the nomination process, a nomination form is available online. If preferred, 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.

### **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 issues of diversity and inclusion. These might include diversity of discipline, gender, and/or ethnic background.

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

**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:** Tuesday, October 15, 2024 (for Full Year Sabbatical Leaves)

Wednesday, January 15, 2025 (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 Tuesday, October 15, 2024.

Applications for both pre- and other tenure one semester sabbaticals must be submitted to the Office of the DOF/VPAA by Wednesday, January 15, 2024.

**(From 2023-24 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. Applications should be submitted through online forms.
- 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 (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.
- 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:** Monday, October 15, 2024

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](mailto: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 Janet Casey, 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**

<https://www.skidmore.edu/fdc/sabbaticals/application-for-sabbatical-leave.php>

**FORM: ONLINE SABBATICAL OR PRE-TENURE FINAL REPORT**

<https://www.skidmore.edu/fdc/sabbaticals/final-report-form-for-sabbatical-leave.php>

**FORM: ONLINE CHAIR APPROVAL FORM**

<https://www.skidmore.edu/fdc/sabbaticals/chair-approval-form-sabbaticals.php>

## FACULTY INITIATIVE GRANTS

**CLOSING DATE:** Friday, January 24, 2025

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 2025-26.

### APPLICATION INSTRUCTIONS

1. **ONLINE APPLICATION FORM:** [http://www.skidmore.edu/fdc/internal\\_grants/initiative-grants/faculty-initiative-grant-application.php](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 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](http://www.skidmore.edu/fdc/internal_grants/initiative-grants/faculty-initiative-grant-application.php)

#### **FORM: ONLINE FACULTY INITIATIVE GRANT FINAL REPORT**

[https://www.skidmore.edu/fdc/internal\\_grants/initiative-grants/faculty-initiative-grant-final-report.php](https://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, October 11, 2024

The Ralph A. Ciano 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 issues of diversity and inclusion. These might include diversity of discipline, gender, and/or 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  
2018-19: Jeffrey Segrave, Professor of Health and Human Physiological Sciences  
2019-20: Beck Krefting, Associate Professor of American Studies  
2020-21: N/A  
2021-22: Hassan Lopez, Professor of Psychology  
2022-23: Rodrigo Schneider, Assistant Professor of Economics  
2023-24: Corey Freeman-Gallant, Professor of Biology  
2024-25: Tillman Nechtman, Professor of History

### GUIDELINES AND PROCEDURES

To facilitate the nomination process, a nomination form is available on line. 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.

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.).

Depending on the number of nominations received, the FDC may first narrow the pool of nominees. Only the finalists will be asked to submit supporting materials for further consideration to help provide as full a picture as possible of the nominee's contribution as a teacher at Skidmore.

Each selected nominee should submit the following items to the FDC:

- a. current CV;
- b. teaching statement;
- c. syllabi of the last three years (please submit only the most recent version of a syllabus, if you have taught the course multiple times);
- d. favorite assignments;
- e. peer observation letters;
- f. last three years of student evaluations.

Please email the supporting materials to Debra Peterson at [dpeters1@skidmore.edu](mailto:dpeters1@skidmore.edu)

**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 2025**

**CLOSING DATE: Friday, February 7, 2025**

### **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 current students (May graduates are not eligible) to engage in significant projects over 10- or 5-week periods during the summer. The project should be closely related to the faculty member's curricular, pedagogical, scholarly, or creative interests and should be 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.
2. Each faculty participant will receive one stipend (depending upon the number of project weeks), up to \$3,500 maximum. Faculty supervising a 10-week Schupf Scholar project will receive a stipend of \$3,500; Faculty supervising a Faculty Student Summer Research Project will receive a stipend of \$3,000 for a 10-week project or \$1,500 for a 5-week project. Faculty supervising more than one Schupf Scholar project and/or supervising one or more projects under the Faculty Student Summer Research Program will only be paid one stipend.
3. Students are permitted to submit only one proposal for a 10-week session. 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 will be paid the prevailing minimum wage, currently anticipated to be \$15.50 per hour for Summer 2025, for up to 35 hours per week. Any hours worked over 35 hours per week must be approved by the budget manager (Gina Hoefer). The sponsoring faculty member will be responsible for approving student hours each pay period. 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 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.

4. Faculty may apply for funds to purchase supplies and equipment of modest cost (not more than \$750 for a 10-week program or \$650 for a 5-week program; these funds are not intended to be used for entertainment purposes or travel to conferences to present research. Faculty should request separate funding (such as ad hoc or travel to read) to pay for the costs of travel to conferences where faculty/student teams will report the results of their research or further costs of printed publication. The FDC budget for such costs is limited, and faculty are urged to use departmental funds as well to help pay for their costs. Students may request support from Student Opportunity Funds.

## APPLICATION PROCEDURE

Faculty Student Summer Research Awards are highly competitive and funding is limited. Faculty and students wishing to participate in the Faculty Student Summer Research Program should submit an application to the Office of the DOF/VPAA by **Friday, February 7, 2025**. The FDC will communicate its selection of funded proposals to all applicants prior to spring break. If a student collaborator is subsequently unable to participate in an approved project, faculty may petition the Office of the DOF/VPAA to request the funding of an alternative student. No changes will be permitted after April 15, 2025.

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

1. the name 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 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 and funding is limited. Each proposal will be judged on the merits of the project, its feasibility, the clarity of presentation, and the nature of student learning.
2. Projects which have the potential for generating continuing work of an intellectually stimulating nature after the grant period has ended will be favored.
3. Where proposals are equivalent in merit, selection of proposals will favor distribution of grants across the largest possible number of disciplines.
4. Where proposals are equivalent in merit, projects that support diversity and inclusion either in subject matter or participating personnel will be favored.
5. Only proposals from faculty who will return to the College for the following academic year will be considered.
6. Students who have graduated prior to the start date of the summer research collaborative grant period will not 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 up to 35 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. The Program Coordinator will arrange for a paid outing for all summer students; individual faculty will not be reimbursed for entertainment.
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 a written summary and a brief description of expenditures.**

***FORM: FACULTY STUDENT SUMMER RESEARCH PROGRAM - Final Reports***

**DUE: September 15, 2025**

**ONLINE FACULTY FINAL REPORT:**

[http://www.skidmore.edu/fdc/faculty\\_student\\_summer\\_research/summer-research-faculty-final-report.php](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](http://www.skidmore.edu/fdc/faculty_student_summer_research/summer-research-student-final-report.php)

## **SCHUPF SCHOLAR PROGRAM**

### **SUMMER 2025**

**CLOSING DATE: Friday, February 7, 2025**

### **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 10-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 10-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; 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.

## AWARDS

1. Each faculty participant will receive one stipend (depending on the number of project weeks), up to \$3,500 maximum. Faculty supervising a 10-week Schupf Scholar project will receive a stipend of \$3,500. Faculty supervising more than one Schupf Scholar project and/or supervising one or more projects under the Faculty Student Summer Research Program will only be paid one stipend.
2. Each student participant will be paid \$16.93 per hour for Summer 2025, for up to 35 hours per week. Any hours worked over 35 hours per week must be approved by the budget manager (Gina Hoefer). The sponsoring faculty member will be responsible for approving student hours each pay period. 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 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. It is expected that Schupf Scholars will present their work externally via publication and/or conference presentation. Therefore, 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; these funds are intended exclusively for the Schupf Scholar's use and are not to be used for entertainment purposes or department needs. In addition to research supplies, Schupf Scholars are eligible to use the funds to pay conference registrations as well as travel to research-related conferences. This budget is to 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 highly competitive and funding is limited. Faculty/Student teams wishing to participate in the Schupf Scholar Program should submit an application to the Office of the DOF/VPAA by **February 7, 2025**. 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 (please submit one application for each student):

1. the name 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 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. Students who have graduated prior to the start date of the summer research collaborative grant period not be considered.
6. This program is available to only those teams that apply to the FDC.
7. 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 up to 35 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. The Program Coordinator will arrange for a paid outing for all summer students; individual faculty will not be reimbursed for entertainment. All additional program expenses need to be submitted to the Office of the DOF/VPAA by May 15.
5. 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** a written summary and a brief description of expenditures.

**DUE: September 15, 2025**

**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: Dorothy Mosby (Dean of the Faculty and Vice President for Academic Affairs), Janet Casey (Associate Dean of the Faculty for Diversity and Faculty Affairs), and Mary Hoehn (Director of Sponsored Research).

## **TRAVEL-TO-READ & TRAVEL-TO-REPRESENT PROGRAMS**

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. 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 \$1,850 per fiscal year; part-time faculty members are eligible for proportional assistance if funds are available.

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](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:

[https://www.skidmore.edu/financial\\_services/documents/TravelandEntertainmentPolicy9.2.21.pdf](https://www.skidmore.edu/financial_services/documents/TravelandEntertainmentPolicy9.2.21.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 through Oracle, 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 supplemental awards underwrite special scholarly, creative, or performance opportunities that fall outside the boundaries of programs administered by the Faculty Development committee; this may include opportunities that arise unexpectedly and therefore do not conform to the FDC's typical grant cycles. In general, however, priority will be given to requests for expenses not typically covered by FDC grants or other Skidmore opportunities. The application should explain how/why other sources of funding are not applicable.

### FORM: ONLINE AD HOC FUNDS APPLICATION

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

## NOTES ON PREPARING PROPOSALS FOR EXTERNAL FUNDING

### INTRODUCTION

At Skidmore College, faculty and academic departments are encouraged to seek external funding to support individual and institutional research and other sponsored program activities including infrastructural and curricular development, training, and service programs. Sponsors can be state or federal agencies, foundations, nonprofit groups or private sector entities.

External support contributes to the development of an expanded resource base for the College, enhances institutional and individual recognition, and is a critical component to enhanced faculty/student intellectual development and advancement. Proposals can be individually initiated, part of a departmental, interdisciplinary, or inter-institutional collaboration or the result of an institutional initiative.

### WHO TO CONTACT

The Sponsored Research Office (SRO), a division of the Office of the DOF/VPAA, is a service unit that assists college faculty, staff and students in their research and creative endeavors. The SRO is responsible for coordinating and stimulating research and creative activity at Skidmore College for individually or collaboratively initiated research and other sponsored program activities. **Contact Person: Mary Hoehn, Director of Sponsored Research, 436 Palamountain Hall, ext. 5178, [mhoehn@skidmore.edu](mailto:mhoehn@skidmore.edu).**

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

The Office of Corporate and Foundation 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 the Office of Corporate and Foundation Relations.

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 *Creating Pathways to*

*Excellence: The Plan for Skidmore College 2015-2025*, 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 first be reviewed by appropriate administrative personnel for

- Completeness: have the grantor requirements been met and is the proposal structured as directed by the program guidelines?
- Accuracy: is the budget adequate to accomplish the proposed tasks, are the proper rates used, does the budget calculate properly?
- Compliance: is your application compliant 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 ensure that a proposal is properly routed, reviewed and approved by all required parties prior to submission. The Statement of Commitments and Proposal Approval Form is an internal document and should not be submitted to the sponsor.

At least seven business days prior to the due date, the following should be on file with the SRO:

- Statement of Commitment and Proposal Approval Form
- Final budget and budget justification
- Copy of the proposal narrative

The SRO is responsible for the electronic submission of proposals unless the sponsor guidelines specify submission by the principal investigator. If submission of paper copies of the proposal is required by the sponsor, the principal investigator is responsible for the timely submission of these documents.

Individuals should not submit proposals without the involvement of either the SRO or the Office of Corporate and Foundation Relations.

The SRO's goal is to upload electronic applications at least two business days prior to the due date in order to avoid any last-minute problems that could result in transmission or validation failure.

## **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 - what are the methods that will achieve the objectives?
- How will you know it works - what are the 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, the DOF/VPAA, and the SRO as you refine the proposal. SRO staff are available to review and critique your proposal; their goal is to be involved from the earliest stage of your idea all the way through close-out of the award. 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. Typical application components include the following:

- **Cover Page**  
*The Cover 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 cover 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, Dissemination and Broader Impacts**  
*Many sponsors, particularly the National Science Foundation (NSF), require a plan to evaluate the success of the project, plans for the dissemination of results and how it maximizes outreach associated with the project.*
- **Biographical Sketches**  
*Include current curriculum vitae for all professional personnel critical to the completion of the proposed project.*
- **Facilities and Other Resources**

*Describe the availability and adequacy of the existing equipment and facilities necessary for the conduct of the proposed project. The SRO has numerous templates available that can be tailored for the purposes of your application.*

- **Current and Pending Support**

*Include a brief summary of current and pending support from other sources.*

- **Bibliography**

*A current bibliography of the pertinent literature should be provided.*

- **Budget and Budget Narrative**

*A key component of a competitive proposal is a credible and intelligible budget. To allow ample time for revisions, involve SRO staff 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 fringe benefits for faculty, students and staff*
- *Participant Stipends*
- *Project/conference travel (lodging, meals, airfare, etc.)*
- *Consumable Supplies.*
- *Equipment*
- *Consultants/subcontractors*
- *Publications and Duplication Costs.*

*Cost Sharing* - *Show the amount and provide evidence of financial commitment by Skidmore College (typically in the form of a letter from the Dean of the Faculty and Vice President for Academic Affairs). Note that cost-sharing is generally not allowed by NSF.*

*Indirect Costs* - *The federally negotiated indirect cost rate for Skidmore College is 64% of direct salaries and wages. 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 negotiated rate, this too should be noted on the form.*

- **Appendices**

*Appendices may include abbreviated curriculum vitae for key personnel, letters of support, survey instruments 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 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.

## **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 SRO’s website at ([http://www.skidmore.edu/sponsored\\_research/](http://www.skidmore.edu/sponsored_research/)) and the Office of Corporate and Foundation Relations web site at (<https://www.skidmore.edu/advancement/giving-opportunities/foundations/index.php>). 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 Assistant Vice President for Financial Planning and Auxiliary is always kept in the loop and has important input regarding budget considerations.

### **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 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 Strategic Partnerships or the Director of Sponsored Research in the case of federal or state funded activities.

## **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).

### **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 OCSE for more information.