

**FACULTY DEVELOPMENT OPPORTUNITIES HANDBOOK**  
*2010-11*  
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**NOTE:**

All Application and Final Report forms can be found online at:

[http://cms.skidmore.edu/dof/fac\\_dev/index.cfm](http://cms.skidmore.edu/dof/fac_dev/index.cfm)

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## *FACULTY DEVELOPMENT COMMITTEE - 2010-11*

### COMMITTEE MEMBERSHIP FOR 2010-11

§ Mary Ann Foley, (Psychology) *spring only*  
§

## **DISTINGUISHED FACULTY SERVICE AWARD**

CLOSING DATE: Monday, September 27, 2010

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

2010 recipient: Phyllis A. Roth

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

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

<http://www.skidmore.edu/administration/dof/fac-dev/FDC-Forms/Distinguished-Fac-Svc-Award-Nom.htm>



available at: <http://www.skidmore.edu/academics/CFG/irb/index.htm>). Proposals that involve the use of vertebrate animals are subject to the requirements of the College's Institutional Animal Care and Use Committee (IACUC guidelines and forms are available by contacting the Office of Sponsored Research or the IACUC chairman). IRB and IACUC approvals are not a prerequisite to submitting a Faculty Development Grant but are required prior to the commencement of the research.

12. The Faculty Development Committee will advise recipients of awards via campus mail and will announce awards by posting the list of recipients and their project titles by requesting that this list be entered into the minutes of the faculty meeting immediately following announcement of the awards.
13. Deliberations of the Faculty Development Committee are strictly confidential and decisions on awards are not to be discussed with individual committee members. All inquiries regarding awards shall be addressed to the chairperson. Awards will be made for two overlapping

## INTERNATIONAL FACULTY DEVELOPMENT SEMINAR GRANT

Application Deadline: November 8, 2010  
(grant period May 1-August 31, 2011)





## EDWIN M. MOSELEY FACULTY LECTURESHIP

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

- 1958 Joseph S. G. Bolton, "New Light on Shakespeare"
- 1959 Miriam Benkovitz, "Fanny Burney: The Making of a Novelist"
- 1960 Stanley Saxton, "Music from the West Indies"
- 1961 Ernst Waldinger, "Tradition and Poetry"
- 1962 Agnes Gelinias, "Collegiate Education for Nursing"
- 1963 T. S. Krawiec, "An Essay on Values"
- 1964 Sonja Karsen, "Jaime Torres Bodet: A Poet in a Changing World"
- 1965 Alfrida Storm, "The Heritage of America"
- 1966 Everett V. Stonequist, "Race Relations and the Great Society"
- 1967 Henry C. Galant, "The French Doctor and the State"
- 1968 Edwin M. Moseley, "The Outsider as Hero and Anti-Hero"
- 1969 Denton Crocker, "Crayfishes, Biology and Values: A Personal View"
- 1970 Yu-Kuang Chu, "A Comparative Study of Language Reforms in China and Japan"
- 1971 Louise Elliott Dalby, "The Great War and Women's Liberation"
- 1972 Harry Prosch, "Cooling the Modern Mind: Polanyi's Mission"
- 1973 Erwin L. Levine, "The JTJ-17.5.0019 T r"

- 2003 Rajagopal Parthasarathy, "Writing Between the Lines: The Politics and Poetics of Translation"
- 2004 Roy Rotheim, "J. M. Keynes and the Struggle for Genius"
- 2005 Mary Stange, "Wilderness, Real and Imagined, and Wild Women"
- 2006 Pola Dobry Baytelman, "Piano Music of the Americas"
- 2007 Roy H. Ginsberg, "Exorcising the Ghosts of Europe's Past? 50 Years of European Integration"
- 2008 John Anzalone, "From Propaganda to Pity: French Graphic Culture in WWI"
- 2009 Denise Smith, "Sudden Cardiac Death: Why Are Firefighters at Risk?"
- 2010 Reginald Lilly, "Trauma---Beauty"
- 2011 Alice Dean, TBD

The Faculty Development Committee will once again welcome your participation in the selection of



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

### 1. Purpose

Purpose: To provide a detailed plan of work to be pursued and an explanation of the prospective value of the project including plans for publication, exhibition, performance, innovation in pedagogy, preparation of new courses, or modification of existing courses.

### 2. Eligibility

Eligibility: Faculty members who are on a probationary or pre-tenure track and who have not previously received a pre-tenure paid research leave of absence. Faculty members who are on a sabbatical leave are not eligible for a pre-tenure paid research leave of absence.

### 3. Procedures and Criteria

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

**For further information, please consult the Faculty Handbook.**

## PROCEDURES

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

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

## GENERAL INFORMATION

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

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

The faculty member must submit a final report to the Office of the Dean of the Faculty and the chair of the department not later than April 15 in the case of first-semester leaves and November 15 in the case of second-semester or full-year leaves.

**FORM: ONLINE SABBATICAL or**



## THE RALPH A. CIANCIO AWARD FOR EXCELLENCE IN TEACHING

CLOSING DATE: MONDAY, FEBRUARY 7, 2011

The Ralph A. Ciancio Award was established in 2000 in honor of this distinguished faculty member in the English Department of Skidmore College. This annual award recognizes a faculty member at Skidmore College for excellence in teaching. The Faculty Development Committee welcomes nominations and will evaluate the qualifications of nominees on the basis of criteria such as teaching rigor, effectiveness, motivation, knowledge of subject matter and overall dynamism. Nominees must be tenured or be a writer-in-residence, artist-in-residence or a senior teaching associate with at least five years of teaching experience at Skidmore College. Past recipients include John Anzalone, Professor of French (2001-02); Carolyn Anderson, Professor of Theater (2002-03); Gregory Pfitzer, Professor of American Studies (2003-04); Tadahisa Kuroda, The David H. Porter Professor (2004-2005); Ronald P. Seyb, Associate Professor of Government (2005-06); Penny Jolly, Professor of Art History (2006-07); Giuseppe Faustini, Professor of Foreign Language & Literatures (2007-08); Beau Breslin, Associate Professor of Government (2008-09); Mary Lynn, Professor of American Studies (2009-10); Katherine Hauser, Associate Professor of Art History (2010-11).

To facilitate the nomination process, a nomination form is now available on line. Please submit your nomination using the following link: <http://www.skidmore.edu/administration/dof/fac-dev/FDC-Forms/Ciancio-Nom.htm>

If you prefer, nominations will be accepted if submitted directly to the Office of the Dean of Faculty (to the attention of Jill Jones). If you choose this alternative option, we ask that you be sure to address the guiding questions provided on the online form in your nomination letter. **The deadline is Monday, February 7, 2011.**

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'

The statement and letter should address the criteria for the Ciancio Award as outlined in the description of the award with emphasis on information that might go unmentioned in teaching evaluations and on information that might more appropriately be addressed by one's peers than by one's students. For example, such information might include descriptions of contributions to





## SUMMER FACULTY/STUDENT RESEARCH PROGRAM

SUMMER 2011

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**CLOSING DATE: MONDAY, FEBRUARY 7, 2011**

### PROGRAM

The Summer Faculty/Student Research Program, initially funded in part by the W. M. Keck Foundation, enables teams of Skidmore faculty and students to engage in significant projects over ten-, eight- or five-week periods during the summer. The project should be closely related to the faculty member's curricular, pedagogical, scholarly, or creative interests and should be planned and executed by the student and faculty member working together. Projects should ensure good student learning outcomes.

### Projects:

- 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.

Each team will give an oral report on the planned project, explaining goals and methods, early in the period; participate in a discussion about the Summer Faculty/Student Research Program in early July; and submit a final report, demonstration, poster, exhibition, or other appropriate activity on progress and achievements at the close. If the project involves time spent at another site(s), participants are required to attend the opening and closing summer sessions. A final written report is due from both the student and faculty member no later than September 15.

### AWARDS

1. Each faculty participant on a ten-week program will receive a stipend of \$2,000; \$1,600 for the eight-week program; \$1,000 for the five-week program. Depending on the level of external funding for a given project, faculty may receive a portion of the stipend or none at all.
2. Each student participant on a ten-week program will be paid \$2,500; \$2,000 for the eight-week program; \$1,250 for the five-week program. All students will receive free room and board on Skidmore's campus for the duration of the program. Because the program emphasizes the sharing of ideas and experiences, students are strongly urged to live on campus. In exceptional circumstances, students may be granted permission by the Faculty Development Committee and/or the Associate Dean of the Faculty to live off campus (in such cases the students will have to provide for their own housing). Whether living on or off campus, students are expected to participate in all Faculty/Student Research group activities.
3. Faculty may apply for funds to purchase supplies and equipment of modest cost (not more than \$750). Faculty may also request funds to pay for the costs of travel to conferences where faculty/student teams will report the results of their research or further costs of printed publication. The FDC budget for such costs is limited, and faculty are urged to use departmental funds as well to help pay for their costs.



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. Only proposals from faculty who will return to the College for the following academic year will be considered.
5. Priority will be given to students who have not graduated prior to the start date of the summer research collaborative grant award.
6. This program is available to only those teams that apply to the Faculty Development Committee.
7. Teams will be selected by the Associate Dean of the Faculty and the Program Coordinator following recommendation by the Faculty Development Committee.

#### CONDITIONS

1. Other summer commitments that either the student or the faculty member may have must not interfere with the demands of this program. Please note that during the grant period students may not enroll in summer school since they are expected to commit to the project a minimum of 35 - 40 hours per week. The collaborative work schedule shall be the priority over all other commitments and will be determined in consultation with the faculty mentor. Students 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. Teams are expected to be present for the group sessions unless prior arrangements have been made with the Program Coordinator for Summer Faculty/Student Research Program when the awards are accepted. Participating teams will be given a schedule of expected dates for session participation.
4. The funded applications will be placed in a file accessible to the public, foundations, media, and/or future applicants.
5. Teams may be asked to participate in programs where they can report on their work from



## SCHUPF SCHOLAR PROGRAM

Summer 2011

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**CLOSING DATE: MONDAY, FEBRUARY 7, 2011**

### 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 Faculty Development Committee. Applications will be judged on the potential of the student to undertake a successful collaborative research project, his/her success in finding a faculty partner, and the scientific merit of the project itself.

Preference will be given to students pursuing projects in STEM disciplines and engaged in laboratory or field based research activities. The Schupf Scholars Program will give special attention to female students whose interests and/or research are in the sciences with low female representation, e.g. chemistry, mathematics/computer science, geosciences or physics, or students who are doing interdisciplinary science research involving the physical sciences, and mathematics/computer science.

In addition, Schupf Scholars will have the opportunity to access additional funds that could serve a number of purposes, including materials, travel to conferences, and supplies. Schupf Scholars are expected to present their work externally, such as a publication and/or a conference presentation.

## **AWARDS**

1. Each faculty participant will be given a stipend of \$3,000.
2. Each student participant will be paid \$3,000 and receive free room and board on Skidmore's

## FORM: SCHUPF SCHOLAR PROGRAM - APPLICATION COVER PAGE

[http://cms.skidmore.edu/dof/fac\\_dev/upload/APPLICATION-SCHUPF-COVER-PAGE-FORM-NEW-2.doc](http://cms.skidmore.edu/dof/fac_dev/upload/APPLICATION-SCHUPF-COVER-PAGE-FORM-NEW-2.doc)

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

### CRITERIA FOR SELECTION

1. Each proposal will be judged on the 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/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 2011-2012 academic year will be considered.
5. This program is available to only those teams that apply to the Faculty Development Committee.
6. The Associate Dean of the Faculty and the Program Coordinator following recommendation by the Faculty Development Committee will select teams.

### CONDITIONS

1. Other summer commitments that either the student or the faculty member may have must not interfere with the demands of this program. Please note that during the grant period students may not enroll in summer school since they are expected to commit to the project a minimum of 35 - 40TDi(f)-1.4 Tm2je0TDi(f)-1.40emb, 35 - AnTw[.-2.1(n )i5a)-(imuera2 0 TD0 10.02tod

5. All financial documentation and itemized receipts for the summer portion of the program need to be submitted to the Office of the Dean of the Faculty by the end of the summer program. All additional program expenses need to be submitted to the Office of the Dean of the Faculty by May 15. A Final Report must be submitted to the Office of the Dean of the Faculty by **May 15 of the year** following the summer research period. Each faculty member and student must submit one report for each award. Failure to file a final report may result in advances being treated as tax



## *OFFICE OF THE DEAN OF THE FACULTY*

### **INTRODUCTION**

Contacts for the Office of the Dean of the Faculty: Muriel Poston (Dean of the Faculty), Patricia Rubio (Associate Dean of the Faculty), and William Tomlinson (Director of Sponsored Research).

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

#### DEPARTMENT TRAVEL FUNDS

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

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

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

## AD HOC FUNDS PROGRAM

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

***FORM: ONLINE AD HOC FUNDS APPLICATION***

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

## SKIDMORE COLLEGE TRAVEL AND ENTERTAINMENT POLICIES

Effective August 1, 2009

### **PURPOSE**

These policies are intended as a guide to reimburse individuals for College-related travel and entertainment expenses. The responsibility to observe the guidelines rests both with the traveler and the chairperson or administrator who certifies conformance to these guidelines by approving the expenditure(s). This polic

In order for business travel expense reimbursements to remain tax-free to the employee, the policies and procedures that follow must be adhered to.

## **SKIDMORE COLLEGE TRAVEL POLICY**

### **MODES OF TRAVEL**

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

- **Air Travel**
  - Southwest Airlines is the preferred airline.
  - Appropriate for travel beyond a 200-mile radius from campus
  - Arrangements should be made through the Skidmore travel on-line website at (<http://www.skidmore.edu/administration/travel/> ) with your corporate visa card, not your departmental purchasing card (We encourage use of the corporate card because the College receives a rebate based on the total volume of the card usage)
  - If you find a more economical flight outside of the Skidmore Travel website, please book it and forward a copy of the itinerary to the Purchasing office to be logged into our travel database
  -
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- x

- **Automobile Rental**

The College's insurance provides for both liability and physical damage for employees who rent vehicles while on authorized College business. The coverage extends for car rentals in the US, Canada, Puerto Rico and US territories (therefore please waive the rental agency's insurance coverage). For vehicles

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

The general College policy is not to reimburse for alcoholic beverages. If incurred, payments for alcoholic beverages should be billed separately and paid for by the employee directly and are not eligible for reimbursement. An exception is allowed only in special circumstances for certain donor, advancement, and similar purposes, determined in advance by the Cabinet member responsible for approving the expense.

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

- Reimbursable incidentals include such things as tips, brief phone calls home, and laundry
- Personal hygiene items, child care, etc. are not reimbursed
- Personal entertainment (movies, games, etc) are not reimbursed

In an effort to promote a healthy lifestyle, we will reimburse health club fees if the hotel that you are staying at does not have a fitness room for use free of charge.

## **OTHER ITEMS**

- **Cash Advances**
  - Cash Advance must be approved by supervisor, Director or Chair
  - \$25 dollar minimum; over \$1,000 must be pre-approved by Vice President or Dean
  - Request made on standard "Check Request Form" with purpose and dates of trip
  - Cash obtainable up to \$250; otherwise check (Tuesday request issued Friday)

- Previous advances must be cleared before new advance is issued. Advances must be cleared within thirty-days after returning from your trip
- **Reporting and Approval of Expenditures**
  - Requests for reimbursement must be on a fully completed Travel Expense Report Form within thirty days upon returning from trip
  - Original receipts for all items \$25 or over must be attached; receipts for all expenditures are encouraged
  - Travel Expense Report must be approved by supervisor, Director or Chair
  - Reimbursement up to \$250 paid in cash, otherwise check
- **College Guest Travel**
  - When College is paying for guest travel (job candidates, trustees, consultants, etc.), we encourage arrangements be made through AAA Northway or Skidmore travel website for Southwest Airlines reservations
- **International Travel**
  - Please use your corporate card whenever possible
  - Include your credit card bill with your expense report, (this enables exchange rates to be handled efficiently) for cash transactions, please include exchange rates
- **Exceptions to the Policy**
  - Exceptions must be recommended by the appropriate Dean or Vice President (in such cases, please submit written explanation with Travel Expense Report), but final disbursement authority rests with the Office of Financial Services

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

## SKIDMORE COLLEGE POLICY ON ENTERTAINMENT AND SPECIAL GESTURES

### GENERAL PURPOSE

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

### ENTERTAINMENT

- **Meals**

Expenses for local dining involving non-College personnel are reimbursable when the purpose of the meeting is to conduct College business and when it is necessary or p15.58generally reimbursed b0d



- The College will not normally pay for meals (on or off campus) for faculty/staff meetings
- Annual staff retreats are reimbursable; such events should be budgeted and charged to Account Number 7430
- Individual Faculty/staff going away parties, retirement, or holiday celebrations are not reimbursed (Campus wide parties must be catered by Food Service)

## **SPECIAL GESTURES**

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

## **REPORTING AND APPROVAL OF EXPENDITURES**

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

## **EXCEPTIONS TO THE POLICY**

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

## **PEDAGOGY ENHANCEMENT PROGRAM (PEP)**

Sponsored by the Dean of the Faculty's Office

The Dean of the Faculty presents this year's Pedagogy Enhancement Program (PEP), a series of workshops, sessions, lunches, and retreats aimed at cultivating and encouraging a sustained dialogue about pedagogy. All faculty are invited and encouraged to attend.

Our goal again this year is to employ a number of different formats for faculty development in pedagogy. Several times each semester, we'll convene traditional pedagogy sessions—90-minute programs that usually involve a formal presentation followed by discussion and questions. In addition, we are offering several half-day and full-day workshops, sponsored by the Teagle

pursue professional interests in New York City may request housing at NYU at a very moderate rate on an as-available basis.

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

Viviana Rangil, Associate Professor of Spanish, Foreign Languages and Literatures, is the Skidmore liaison officer for the Network.

You may also reach the Network by e-mail at [frn@nyu.edu](mailto:frn@nyu.edu) or on their web site at [www.nyu.edu/frn](http://www.nyu.edu/frn).

## 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 Dean of Faculty, is a service unit that assists college faculty, staff and students in their research and creative endeavors. The SRO is responsible for coordinating and stimulating research and creative activity at Skidmore College for individually or collaboratively initiated research and other sponsored program activities. **Contact Person: William Tomlinson, Director of Sponsored Research, 436 Palamountain Hall, ext. 5177, [wtomlins@skidmore.edu](mailto:wtomlins@skidmore.edu).**

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

The Office of Foundation and Corporate Relations assists with proposals that exhibit institutional emphasis such as support for infrastructural and curricular development, training, and service programs. Most of the information that follows regarding proposal development, preparation and submission pertains to individual research grants. For information regarding faculty involvement in, or sponsorship of, institutional grants, please contact **Barry Pritzker, Director of Foundation and Corporate Relations, North Hall, ext. 5654, [bpritzke@skidmore.edu](mailto:bpritzke@skidmore.edu).**

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

### FUNDING SOURCES

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

If you have a sponsor in mind when developing a proposal for a research grant, current information about the program deadline, the review process, allowable costs, past and present funding

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

- Title Page  
*The Title Page should include the project title, the name of the agency to which the proposal is being submitted, desired start and completion dates, name of the Principal Investigator and his or her departmental affiliation and the name and address of Skidmore College as the applicant institution.*
- Abstract  
*The abstract follows the title page and provides the reader with the first view of the project. It is important that it be carefully written as it will set the stage for the rest of the proposal.*
- Institutional Description  
*Provide a brief description of Skidmore, its history and programs as they pertain to the proposed project.*
- Project Narrative  
*The main body of the proposal should clearly describe what you propose to do and how you will carry it out. This section should include the following components:*
  - *Need for the Project;*
  - *Project Objectives and Rationale;*
  - *Project Design;*
  - *Feasibility of the Project; and*
  - *Project Timeline.*
- Project Evaluation and Dissemination  
*Many sponsors require a plan to evaluate the success of the project and plans for the dissemination of results.*
- Description of Available Resources  
*Include current curriculum vitae for all professional personnel critical to the completion of the proposed project. Describe the availability and adequacy of the existing equipment and facilities necessary for the conduct of the proposed project. Include a brief summary of current and pending support from other sources.*
- Bibliography  
*Many sponsors prefer that you avoid literature citations in the text of the proposal; however, a current biblio*

- *Travel related to project performance and presentation of results.*
- *Consultants.*
- *Publications and Duplication Costs.*

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

Indirect Costs - *The federally negotiated indirect cost plan for the University of the State of New York is 6.6% (31% of the total project cost).*





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

### FACULTY RESPONSIBILITIES

1. People on project development committees are responsible for keeping their colleagues informed of their work.
2. People whose departments are involved in a funding opportunity, but who do not serve on the development committee, are responsible for keeping themselves abreast of proposal/project developments. "Keeping abreast" includes the responsibility to make one's voice heard if one is unhappy with the direction in which the proposal is moving.
3. Once a proposal has been funded, faculty members are responsible for supporting the work their colleagues have performed in deve

## *ADDITIONAL FACULTY OPPORTUNITIES THROUGH THE DEAN'S OFFICE*

### INSTITUTE OF HISTORICAL RESEARCH - UNIVERSITY OF LONDON

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

### ACADEMIC CAREER NETWORK - ACN

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

1. the ability to post a c.v. and/or resume in a searchable database accessible to prospective employers at member schools;
2. access to members' employment pages, as well as those of other regional colleges and universities, through a password-protected Web site;
3. notification via e-mail should a position that matches one's qualifications become available (in some cases, such notification would come in advance of a more public posting);
4. career development, (pt-.6(b-1.c.in ad Tc.165TwrnOe00)nal c)-2nts(o)9( m)3.9s689.3226 Tw-1.7545t03(r67(s60ld c))

## **EXTERNAL OPPORTUNITIES**

### **ADDITIONAL FACULTY OPPORTUNITIES THROUGH OFF-CAMPUS STUDY & EXCHANGES**

Details about each of these programs and the proposal process and deadlines are available on the Office of Off-Campus Study & Exchanges (OCSE) Web site:  
<http://cms.skidmore.edu/ocse/faculty/opportunities>. Proposals and applications should be submitted to the Director of OCSE.

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