Skidmore College

Faculty Development Opportunities Handbook

2018-2019

FACULTY DEVELOPMENT OPPORTUNITIES HANDBOOK
2018-2019
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NOTE:
All **Application** and **Final Report forms** can be found online at:
http://www.skidmore.edu/fdc/forms/index.php

PHYLLIS A. ROTH FACULTY DISTINGUISHED SERVICE AWARD
CLOSING DATE: Friday, September 21, 2018

The Skidmore College Phyllis A. Roth Faculty Distinguished Service Award recognizes a faculty member at Skidmore College for special achievement in service and leadership. The FDC welcomes nominations from faculty colleagues and staff members; each nominator will speak to the nominee's record of continuing exceptional service to Skidmore.   Excellence in service can include leadership of a department or program, service on committees and task forces, initiatives associated with institutional strategic plans, and initiatives that serve the institution across departments and programs.   Although service to the Skidmore community is the primary criterion, service to communities more variously or broadly conceived may be considered.   Candidates for this award will have served at the College for a number of years and have compiled a sterling record of contributions to our community. Though recipients of this award should be selected primarily on the basis of individual merits, consideration may also be given to 'fair distribution' issues. These include the desire for diversity of discipline, gender, and ethnic background.

FACULTY DEVELOPMENT GRANTS

A

CRITERIA FOR EVALUATION OF GRANT APPLICATIONS/PROPOSALS

Grant criteria are the same as those for Faculty Development Grants (page 4), with one exception. Preference will be given to proposals that enhance faculty expertise in a part of the world or with regard to a global issue underrepresented or underdeveloped in the Skidmore curriculum. The International Faculty Development Seminar Grant is not available to members of the faculty that previously received the grant.

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

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

EMERITUS FACULTY DEVELOPMENT GRANTS

DEADLINES:
FALL ROUND CLOSING DATES: Friday, October 5, 2018

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

11. The FDC will advise recipients of awards via email.

12. Deliberations of the FDC are strictly confidential and decisions on awards are not to be discussed with individual committee members. All inquiries regarding awards shall be addressed to the chairperson.

CRITERIA FOR EVALUATION OF GRANT APPLICATIONS/PROPOSALS

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

1. Proposals will be assessed on their merit. A proposal for scholarly research or creative work will be evaluated relative to the contribution that the project may make to its respective field. In certain instances consultants may be requested for expert advice.

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

3. Applications from emeritus faculty who have, in the past, used grant money effectively for the pursuit of scholarly or creative work will be considered in a more favorable light than applications from those who have received grants but who have not yet productively employed them.

4. Applications from emeritus faculty who have not filed completed reports and expense forms on the use of previous grants awarded by the FDC will not be considered.

These development grants are designed to help emeritus faculty begin new projects, enhance existing professional work, or for seed money to finance application for external grants. Awards for proposals can range from very modest sums (less than $100) to support a highly specific limited need to $1,800 to support a more comprehensive design of study and work. Emeritus faculty should understand that limits to resources and the wish of the Committee to provide funds for the largest possible number of deserving proposals make it unlikely that proposals requesting more than $1,800 will be supported beyond that limit. **The decision to provide partial support (up to $1,800) of proposals requesting more than $1,800 will be influenced by evidence that such support will indeed help launch the related projects and that faculty can and will find the additional funds needed to finance the work they propose.**

FORM: ONLINE EMERITUS FACULTY DEVELOPMENT GRANT APPLICATION
http://www.skidmore.edu/fdc/internal_grants/emeriti-grants/emeritus-

KRESS FAMILY CREATIVE PEDAGOGY GRANT

DEADLINE: **Friday, March 15, 2019** (for grant period of June 1 through May 31)

9.

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.

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

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 Graph

LEAVES OF ABSENCE

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 Monday, October 15, 2018.

Applications for both pre- and other tenure one semester sabbaticals must be submitted to the Office of the DOF/VPAA by Tuesday, January 15, 2019.

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

A. SABBATICAL LEAVES OF ABSENCE

1. Purpose

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

2. Eligibility

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

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

3. Procedures

   a. Application

      i. Application should be made on forms available through the Dean of the Faculty/Vice President for Academic Affairs.

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

      iii. In addition to the application form, applicants must provide a brief statement of purpose, together with a detailed plan of work to be pursued, a brief statement of prospective value of the project including plans for publication, exhibition, performance, innovation in pedagogy, preparation of new courses, or modification of existing courses.

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

   b. Consideration

      i. On or before either October 15 or January 15 (whichever date pertains) of the year preceding the intended leave, the applicant's Chair should submit to the Dean of the Faculty/Vice President for Academic Affairs an evaluation of the project together with an explanation of departmental arrangements for the applicant's absence. The Dean of the Faculty/Vice President for Academic Affairs' Office will transmit a copy to the Chair of the Faculty Development Committee.

      ii. Applications will be considered jointly by the Dean of the Faculty/Vice President for Academic Affairs and the Faculty Development Committee. The Dean of the Faculty/Vice President for Academic Affairs makes recommendations to the Board of Trustees for final approval.

      iii. Applicants and their departmental Chairs will be notified by November 15 or March 1 (whichever date pertains) of the academic year preceding the leave.

   c. Reporting

      i. Major changes in objectives after the leave has been granted must be reported and may be made only by agreement with the Dean of the Faculty/Vice President for Academic Affairs. Petition for such change must be made in writing.

      ii. Upon completion of the leave, a final report shall be sent to the Dean of the Faculty/Vice President for Academic Affairs and the Chair of the department, not later than April 15 in the case of first-semester leaves and November 15 in the case of second-semester or full-year leaves.

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

4. Criteria for Evaluating Proposals

The faculty member must submit a final report to the Office of the DOF/VPAA and the chair of the department not later than April 15 in the case of first-

FACULTY INITIATIVE GRANTS

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 2019-2020.

APPLICATION INSTRUCTIONS

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

2. Attach a typed statement of up to five pages, double-spaced, describing the project in language understandable to the non-specialist. Include information concerning (a) the significance of the project, (b) the goals, (c) your background and previous research experience as it 1 (b)-12rpeebing dab(ne0.004

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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.

FACULTY STUDENT SUMMER RESEARCH PROGRAM
SUMMER 2019

CLOSING DATE: Friday, February 1, 2019

PROGRAM

4.

SCHUPF SCHOLAR PROGRAM
SUMMER 2019

CLOSING DATE: Friday, February 1, 2019

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

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): <u>SCHUPF SCHOLAR PROGRAM – APPLICATION COVER PAGE</u>

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

CRITERIA FOR SELECTION

1. These are highly competitive awards. Each proposal will be judged on the potential for the student to undertake a collaborative research project, the scientific merit of the project, its feasibility, the clarity of presentation, and the nature of student learning.

2. Projects will also be judged on the potential and nature of the continued research which is to take place in the academic year after the summer program.

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

4. Because of the expectation of continued research in the academic year following the summer program, only proposals from faculty who will return to the College for the following academic year will be considered.

5. This program is available to only those teams that apply to the FDC.

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

CONDITIONS

1. Other summer commitments that either the student or the faculty member may have must not interfere with the demands of this program. Please note that during the grant period students may not enroll in summer school since they are expected to commit to the project a minimum of 35 – 40 hours per week. The collaborative work schedule shall be the priority over all other commitments and will be determined in consultation with the faculty mentor. Students may not stay on campus beyond the ten-week period for which they have been funded. Faculty members are discouraged from teaching in summer school or participating in any other grant program during the grant period.

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

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

4. All **financial documentation and itemized receipts** for the summer portion of the program need to be submitted to the Office of DOF/VPAA by the end of the summer program. All additional program expenses need to be submitted to the Office of the DOF/VPAA by May 15.

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

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: Michael T. Orr (Dean of the Faculty and Vice President for Academic Affairs), Crystal Moore (Associate Dean of the Faculty for Diversity and Faculty Affairs), and Mary Hoehn (Director of Sponsored Research).

TRAVEL-TO-READ & TRAVEL-TO-REPRESENT PROGRAMS

DEPARTMENT TRAVEL FUNDS

Skidmore College's support for professional travel is an invaluable component of its commitment to faculty development and one of which faculty should take advantage. Its resources are limited, however, and require responsible action. Reimbursement for travel to speak at another college or university should normally be provided by the host institution, just as Skidmore usually covers expenses of those who Skidmore hosts. The Office of the DOF/VPAA will, of course, be attentive to rationales provided by applicants for aid.

Increased faculty requests (sometimes multiple requests) for support and the rising costs of travel and registration have placed heavy demands on the budgets for these programs. They require that we live within our means so that we can promote equity, control costs, and administer these funds efficiently, and insure funding for other kinds of faculty development programs. In addition, the College has instituted general guidelines for travel expenses. Please review the Skidmore College Travel Policy for important details.

The Office of the DOF/VPAA oversees both the Travel-to-Read and the-0.001 Tw 0.361 0 Td[74veshat16.4 (u8rpl)-9.2

Faculty should observe the College's current travel policies available on-line:
https://www.skidmore.edu/financial_services/documents/SKIDMORECOLLEGETRAVELPOLICY2018.pdf

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

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

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

AD HOC FUNDS PROGRAM

Faculty may apply to the Office of the DOF/VPAA for support from Ad Hoc Funds Program. These funds help to support faculty with a one-semaddress()TjEMClprfUws 0.349 0 Td( )Tj-0.015 Tc 0.015 Tw 0.313 0 T5 (ec)-1 (e r)0.a5 (o)-

conjunction with other institutional administrative units as applicable.   Assistance with the

A good proposal has at its core a good idea. It takes considerable time and effort, however, to develop a good idea into a solid proposal, and it may take multiple submissions to refine the proposal prior to receiving an award. In general, be prepared to address the following questions as you develop a concept paper (generally required for foundations) or proposal:

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

x **Bibliography**
Many sponsors prefer that you avoid literature ci tations in the text of the proposal; however, a current bibliography of the pertinent literature should be included at the end of the proposal narrative.

x **Budget**
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 activ ities of the proposed project.

<u>Direct costs may include:</u>

o Salaries, wages and stipends for faculty, students and staff. The time committed to the project for each itemized salary or wage should be reported in the budget plan.
o Fringe benefits - Applicable items may include FICA, Retirement , Health and/or D isability Insurance for each itemized salary or wage.
o Stipends for participants in the project from other institutions.
o Lodging, Meals and Other Incidentals.
o Consumable Supplies.
o Essential durable equipment including computer software.
o Travel related to project performance and presentation of results.
o Consultants.
o Publications and Duplication Costs.

<u>Cost Sharing</u> – 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 Facult y and Vice President for Academic Affairs and /or the Director of Financial Planning and Budgeting.

<u>Indirect Costs</u> - The federally negotiated indirect cost rate for Skidmore College is 63% of direct salaries and wages. Indirect costs are those costs incurred by the institution in the course of conducting the sponsored activity. These costs include administrative services (incl., Purchasing, Business Services, Sponsored Research, Human Resources, and Departmental Administration), use of office and laboratory space, library services, heat, light, power and janitorial services.

If payment of indirect costs is not allowed by the sponsor, a copy of the sponsor's statement to that effect should be provided with the Statement of Commitments and Proposal Approval form. If the sponsor has an established indirect cost rate that is less than Skidmore's federally audited rate, this too should be noted on the checklist.

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

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

SUBMISSION OF THE PROPOSAL

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

SKIDMORE COLLEGE ~ POLICY FOR EXTERNAL 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

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