Skidmore College

Faculty Development Opportunities Handbook

2019-2020

FACULTY DEVELOPMENT OPPORTUNITIES HANDBOOK
2019-2020
TABLE OF CONTENTS

NOTE

All Application   and Final Report forms   can be found online at:
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OFFICE OF THE DEAN O

FACULTY DEVELOPMENT COMMITTEE 2019-20

COMMITTEE MEMBERSHIP FOR 2020

ƒ   Silvia Carli,

PHYLLIS A. ROTH FACULTY DISTINGUISHED SERVICE AWARD
CLOSING DATE: <u>Friday, September 2 0, 2019</u>

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 'fair distribution' issues. These include the desire for diversity of discipline, gender, and ethnic background.

FACULTY DEVELOPMENT GRANTS

Faculty development grants are designed to help faculty begin new projects, to enhance existing work

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

EMERITUS FACULTY DEVELOPMENT GRANTS

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 qual ify for retiree status according to Human Resources criteria.

GUIDELINES & PROCEDURES

1. All financial documentation and   itemized receipts   need to be submitted by the end of the grant period to the Office of the DOF/VPAA. The final narrative report shoul   d 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 transport ation, 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 th e 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 avail able 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

activity -policy.php) and the Standards of Business Conduct Policy (https://www.skidmore.edu/dof_-vpaa/policies_guidelines/Standards -of-BusinessConduct.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 acc ording 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:

KRESS FAMILY CREATIVE PEDAGOGY GRANT

DEADLINE: Friday, March 13, 2020 (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 cur iosity 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, exp

9. Any equipment purchased under the approved research grant will remain the property of the College.

10. Projects funded by the FDC are not i ntended for personal financial gain. Should financial gain Pre iad(u)-11.2 (r

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LEAVES OF ABSENCE

CLOSING DATE: Tuesday, October 15, 201 9 (for Full Year Sabbatical Leaves and Sabbatical Enhancement Applications)

Wednesday, January 15 , 20 20 (for one semester leaves)

The FDC has primary responsibility for evaluating applications for both pre- and post-tenure sabbatical leaves; however, your D epartment 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 t o the DOF/VPAA's Office .   Please provide your department chair with your sabbatical plan prior to the deadline, giving the C hair or Program Director adequate time to develop a departmental plan and to complete the online approval form.

The deadlines, eli gibility 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 T (f)0.(T)0.nTd [(nur)-16 (e p5 Tc 0.003 Tw -4189 0 T1571a)-8.1 (dd)2.9 (

3. Procedures

   a. Application

     i. Application s 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 modifica tion 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 writin g.

     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

C. FULL-YEAR SABBATICAL ENHANCEMENT AWARD

The Faculty Development Committee will offer a limited numbe r 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 pla n 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 i nclude 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 th ings

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 PRETENURE LEAVE APPLICATION
https://www.skidmore.edu/fdc/sa1 (n)0.9 (d)-0p (dc)-2 (/)oe 1 .lskA03(l)4c.'s 84s(E A)3.5 (P)-6.f(d)-0o 0.349 r 1 Tf -0.015 Tc .2

FACULTY INITIATIVE GRANTS

The Skidmore College

FACULTY STUDENT SUMMER RESEARCH PROGRAM
SUMMER 2020

CLOSING DATE: <u>Friday , January 31, 2020</u>

PROGRAM

The Faculty Student Summer Research Program is a competitive grant program , initially funded in pa rt by the W. M. Keck Foundation. The Program enables Skidmore faculty and students to engag e 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 :
- x May be collaborativ e but could also include other kinds of mentoring experiences
- x May advance the research agenda of the faculty member
- x 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

4. Faculty may apply for funds to purchase supplies and equipment of modest cost (not more than $750). Faculty may also request funds (e.g., ad hoc, 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, January 31, 2020. The FDC will communicate its recommendations for funded proposals to faculty sponsors before Friday, February 28, 2020. Faculty sponsors will then notify student collaborators of the FDC's recommendations for funding of their project. If a student collaborator is subsequently

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<u>AWARDS</u>

1. Each faculty participant will receive one stipend (depending on the number of project weeks), up to $3,000 maximum. Faculty supervising a 10-week Schupf Scholar project will receive a stipend of $3,000. 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 $3,000 and receive free room and b oard on Skidmore's campus for the duration of the ten -week summer portion of the program. Because the program emphasizes the sharing of ideas and experiences, students are strongly urged to live on campus. In exceptional circumstances, students may be gran ted permission by t he 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 th e summer program and for the following academic year. 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 stude nt, up to the time of his/her graduation from Skidmore, for travel to conferences relevant to his/her work.

<u>APPLICATION PROCEDURE</u>

The Schupf Scholar Program is highly competitive and funding is limited . Faculty/Student teams wishing to participate in th e Schupf Scholar Program should submit an application to the Office of the DOF/VPAA by January 31, 2020. The FDC will communicate its selection of funded proposals to all

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 availabl e at: http://www.skidmore.edu/irb . Proposals that involve the use of vertebrate animals are subject to

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 Off ice 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 Fin al 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 Tc 0.8-63(l)2.8 d asl te i re toa(b.8-63(l)2.8 d a)-8.1 (s)-7.6wai (i)-7.1 ()8.2 Tw 0 -1.169 1 ()8.2 nd aonm<r-4.3tm

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), 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.

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

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

AD HOC FUNDS PROGRAM

Faculty may apply to the Office of the   DOF/VPAA for support from Ad Hoc Funds Program. These funds help to support faculty with a one -semester or full -year sabbatical leave; special research, creative or performance opportunities; i deas for curriculum innovations; and other needs which fall beyond ts.de [(per)0.5 (bo0.9

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

It is important to discuss your proposed project with your colleagues, department chair, and DOF/VPAA as you refine the proposal. SRO personnel are available to review and critique your proposal as time allows. Internal peer review of proposals prior to submission is highly recommended.

If you anticipate that a financial obligation or additional space not already allocated to you will be required from the College as part of yo ur 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 applicatio n 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:

- x Title Page
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Provide a budget narrative that links budget line item requests with the specific activ ities of the proposed project.

Direct costs may include:

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.

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   and Vice President for Academic Affairs and /or the Director of Financial Planning and Budgeting.

Indirect Costs - The federally negotiated indirect cost rate for Skidmore College is   63% of direct salaries and wages. Indirect costs are those costs incurred by the instituti   on 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 janueata wages. ÍCcn c(n)8.8 (ess)-0(rat)3.3 man06 Tc 19 r.167.882 efeds i8 rvanr(c)7.2 (e(i8 oh)7.8 (e)-12 (r))7.8 (5an)8.8 (-0.005er)7.8

SKIDMORE COLLEGE POLICY FOR EXTERNAL INSTITUTIONAL GRANTS

This information is meant to complement the preceding "Notes on Preparing Proposals for External Funding" and key material on sponsored research and faculty -originated institutional grants that may be found on the Office of Sponsored Research and the Foundation and Corporate Relations web sites (http://www.skidmore.edu/sponsored_research/ and http://www.skidmore.edu/foundat ions/). 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 initiative s 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, particular ly 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 wit h 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 th ese goals, however, is by demonstrating to foundatio ns 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 opport unity 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,

2. People whose departments are involved in a funding opportunity, but who do not serve on the development commit tee, 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/creat ing the successful project .

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ADDITIONAL FACULTY OPPORTUNITIES THROUGH OFF-CAMPUS STUDY & EXCHANGES

Details about each of th ese programs and the proposal process and deadlines are available on the Office of Off-Campus Stu dy & Exchanges (OCSE) Web site: htt p://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).

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