

Skidmore College

Faculty Development Opportunities

FACULTY DEVELOPMENT OPPORTUNITIES HANDBOOK
2023-2024
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NOTE

All Application and Final Report forms can be found online at:
<http://www.skidmore.edu/fdc/forms/index.php>

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OFFICE OF THE DEAN OF THE FACULTY/VICE RESIDENT FOR ACADEMI

FACULTY DEVELOPMENT GRANTS

ABSOLUTE DEADLINES

FALL ROUND CLOSING DATES: Friday, October 6, 2023
(for grant period of December 15 through August 31)

SPRING ROUND CLOSING DATES: Friday, March 15, 2024
(for grant period of May 1 through December 31)

Faculty development grants are designed to help faculty begin new projects, to enhance existing work in pedagogy and/or scholarship, to fund faculty travel for independent or collaborative scholarship; to bring collaborators to campus, or for seed money to finance application for external grants. Faculty members are strongly encouraged to seek support from private foundations and governmental sources for which assistance is available through the Office of the DOF/VPAA.

GUIDELINES & PROCEDURES

1. All financial documentation and itemized receipts need to be submitted by the end of the grant period to the Office of the DOF/VPAA. The final narrative report should be submitted to the Office of the DOF/VPAA within one month of the end of the grant period (no later than October 1 for grants from December through August, and February 1 for grants May through December). Failure to do so may result in advances being treated as taxable income and will disqualify the recipient from consideration for all future grants awarded by the FDC.
2. Requests for equipment and special materials not ordinarily covered by grants from the Committee should be directed to the appropriate academic chair, program director, and/or the Office of the DOF/VPAA. Proposals for expensive scientific equipment, for example, are better directed to the chair of the department and Office of the DOF/VPAA for inclusion in operational and capital budgets for the department.

FORM: ONLINE SKIDMORE FACULTY DEVELOPMENT GRANT APPLICATION
http://www.skidmore.edu/fdc/internal_grants/faculty -dev-

EMERITUS FACULTY DEVELOPMENT GRANTS

DEADLINES:

FALL ROUND CLOSING DATES:

Friday, October 6, 2023

(for grant period December 1 through May 15)

SPRING ROUND CLOSING DATES:

Friday, April 12, 2024

(for grant period of June 1 through November 15)

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

KRESS FAMILY CREATIVE PEDAGOGY GRANT

DEADLINE: Friday, March 15, 2024 (for grant period of June 1 through May 31)

The Kress Family Fund for Creative Pedagogy, established by the colleagues, students, friends, and family of Susan Kress, will support an annual award of \$ 2,000 to a faculty member who proposes a new teaching venture. As long as student engagement, creativity, and curiosity are central to the proposed enterprise, teaching is to be construed broadly here and need not be restricted to a proposal for a course. The award may support a wide variety of pedagogical practices, including technological trials, case studies, experiential learning, field work or trips, workshops, team teaching, interdisciplinary learning, student research and publications —and others yet to be imagined. The award is intended to encourage the taking of risks and to serve as both an incentive and a reward . It is hoped that the award winner will be sustained by discussions of pedagogy across the College hosted by the Director of the Center for Leadership, Teaching, and Learning and will share with the community, in some appropriate form, the pedagogical experience as well as the assessment of its success in promoting student engagement and learning.

Any Skidmore faculty member , whether on or off the tenure track , may apply for this award, and the application may also be submitted in conjunction with an application for a faculty development award. The Faculty Development Committee will oversee the application process and make the annual selection with the assistance of the Associate Dean of the Faculty .

GUIDELINES & PROCEDURES

1. Faculty may apply only for this award or may apply for this award in conjunction with an application for a faculty development award.
2. Faculty members may also apply for this award as individuals or share it as members of a collaborative team; collaborators may also come from other institutions.
3. The award may be treated as a taxable stipend or may fund expenses in support of the applicant's pedagogical agenda. If expenses are submitted, all financial documentation and itemized receipts need to be submitted by the end of the grant period to the Office of the DOF/VPAA. The final narrative report should be submitted to the Office of the DOF/VPAA within one month of the end of the grant period.
4. Requests for equipment and special materials not ordinarily covered by grants from the Committee should be directed to the appropriate academic chair, program director, and/or the Office of the DOF/VPAA. Proposals for expensive scientific equipment, for example, are better directed to the chair of the department and Office of the DOF/VPAA for inclusion in operational and capital budgets for the department.
5. Travel reimbursement may cover the cost of transportation, lodging , and food.

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

EDWIN M. MOSELEY FACULTY LECTURESHIP

CLOSING DATE: Friday, November 3, 2023

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 Gelinis, "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 Societies"

- 2004-05 Mary Stange, "Wilderness, Real and Imagined, and Wild Women"
- 2005-06 Pola Dobry Baytelman, "Piano Music of the Americas"
- 2006-07 Roy H. Ginsberg, "Exorcising the Ghosts of Europe's Past? 50 Years of European Integration"
- 2007-08 John Anzalone, "From Propaganda to Pity: French Graphic Culture in WWI"
- 2008-09 Denise Smith, "Sudden Cardiac Death: Why Are Firefighters at Risk?"
- 2009-10 Reginald Lilly, "Trauma ---Beauty"
- 2010-11 Alice Dean, "Layers, Lines and Boxes: Some Mathematical Puzzles and Pearls."
- 2011-12 Catherine Golden, "Victorian Cul ture on Display: Decorative Objects in 'the time of chivalry...the age of steam'."
- 2012-13 Bernard Possidente, "Circadian Biological Clocks: How Flies Time When They're Having Fun"
- 2013-14 Gregory Pfitzer, "The Unpopularity of Popular History: A Scholar' s Pursuit of Non-Scholarly Things"
- 2014-15 Steve Stern, "Creative Amnesia or the Persistence of Magic"
- 2015-16 Jennifer Delton, " When We Were Liberal: Explaining the Twentieth Century"
- 2016-17 Pushkala Prasad, "(Ir)resistible and (Dis)reputable Empire: Racialized Capitalism and the Tainting of Brand USA"
- 2017-18 Mary Crone Odekon, "Galaxies of the 21st Century"
- 2018-19 Catherine Berheide, "Still Gendered After All These Years: Pay, Promotion, and Faculty Well - being"
- 2019-20 Matthew Hockenos, "Then They Came For Me: America and the Making of the Niemöller Myth"
- 2020-21 Susannah Mintz, "From Milton to Memoir: On Sentences, Story and Self"
- 2021-22 Dani123 0 T.8 (a)-9.1 (t)-5Link <</MC9Link <</2p</MCID4.1 (enm)2.-4.5 <</MCID 270.02.108 0[9.1 (S)-3.9 Raæg(

6. Only when other things are equal should priority be given to seniority in academic rank or length of service at Skidmore.
7. Depending on the number of nominations received, the FDC may first narrow the pool of nominees. Only the finalists will be asked to submit supporting material for further consideration. Please email the supporting material to Debra Peterson at d_peters1@skidmore.edu.

FORM: ONLINE EDWIN M. MOSELEY FACULTY LECTURESHIP NOMINATION FORM
http://www.skidmore.edu/fdc/awards/moseley/moseley_lecture-nomination.php

LEAVES OF ABSENCE

CLOSING DATE: Sunday, October 15, 20 23 (for Full Year Sabbatical Leaves)

Monday, January 15, 20 24

3. Procedures

a. Application

- i. Applications should be submitted through online forms.
- ii. Plans should be discussed with the applicant's Department Chair or Program Director at least two weeks prior to submission of application. The Department Chair or Program Director must then submit the online approval form.
- iii. In addition to the application form, applicants must provide a brief statement of purpose, together with a detailed plan of work to be pursued, a brief statement of prospective value of the project including plans for publication, exhibition, performance, innovation in pedagogy, preparation of new courses, or modification of existing courses.
- iv. For full-year sabbatical leaves, applications must be received by the Dean of the Faculty/Vice President for Academic Affairs no later than October 15 of the academic

4. Criteria for Evaluating Proposals

In evaluating applications, the following will be considered:

- a. the worth of the project;
- b. length of service without leave;
- c. ease of departmental arrangements;
- d. financial condition of the College;
- e. benefit to the individual and the College;
- f. the individual's fulfillment of obligations regarding any previous sabbaticals as outlined in paragraph 3, c, iii above.

5. Sabbatical Salaries

The stipend for sabbatical salaries is one-half the annual salary for a leave of one academic year, or full salary for a leave of one semester.

B. PRE-TENURE PAID RESEARCH LEAVES OF ABSENCE

1. Purpose

Pre-tenure paid leaves are intended to provide untenured faculty with opportunities for research in support of scholarly and/or curricular development which will contribute to their professional or teaching effectiveness and to the value of their later service to Skidmore College.

2. Eligibility

Untenured tenure-track faculty who are either in their third or fourth years of service to the College and who have been reappointed are eligible to apply for the following year. Leaves may be requested for either a full year at half -pay or one semester at full pay. The College will continue to provide all benefits through the Flexible Benefits Program. Retirement contributions will be calculated on base annual salary paid during the sabbatical. Faculty who are granted the Pre-Tenure Paid Research Leave will not be eligible for a regular sabbatical until they have completed six consecutive years of service to the College following such a leave

The faculty member must submit a final report to the Office of the DOF/VPAA and the chair of the

THE RALPH A. CIANCIO AWARD FOR EXCELLENCE IN TEACHING

CLOSING DATE: Friday, February 16, 2024

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 FDC welcomes nominations and will evaluate the qualifications of nominees on the basis of criteria such as teaching rigor, effectiveness, motivation, knowledge of subject matter, and overall dynamism. Nominees must have at least five years of teaching experience at Skidmore College. Though recipients of this award should be selected primarily on the basis of individual merits, consideration may also be given to

- d. interacting with students in the classroom and in the office, encouraging curiosity and enthusiasm for learning, inviting, between faculty and students, collaborative learning and scholarship;
- e. providing teaching excellence at different levels of the curriculum (e.g. ,

FACULTY STUDENT SUMMER RESEARCH PROGRAM

SUMMER 2024

CLOSING DATE: Friday, February 2, 2024

PROGRAM

The Faculty Student Summer Research Program is a competitive grant program, initially funded in part by the W. M. Keck Foundation. The Program enables Skidmore faculty and students to engage in significant projects over 10- or 5-week periods during the summer. The project should be closely related to the faculty member's curricular, pedagogical, scholarly, or creative interests and should be planned and executed by the student and faculty member working together. Projects should ensure good student learning outcomes.

Projects :

x May be collaborative but could also be individual

the requirements of the College's Institutional Animal Care and Use Committee (IACUC). IACUC guidelines and forms are available by contacting the IACUC Chair. IRB and IACUC approvals are not a prerequisite to submitting a Faculty Student Summer Research Grant but are required prior to the commencement of the research.

FORM(Word): [FACULTYSTUDENTSUMMERRESEARCH PROPOSAL – APPLICATION COVER PAGE](#)

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

CRITERIA FOR SELECTION

1. These are highly competitive awards and funding is limited . Each proposal will be judged on the merits of the project, its feasibility, the clarity of presentation , and the nature of student learning.
2. Projects which have the potential for generating continuing work of an intellectually stimulating nature after the grant period has ended will be favored.
3. Where proposals are equivalent in merit, selection of proposals will favor distribution of grants o 15

4. Faculty-student partners on each project may be asked to participate in programs where they can report on their work from the summer to the larger Skidmore community during the succeeding academic year.
5. All financial documentation and itemized receipts need to be submitted to the Office of the DOF/VPAA

SCHUPF SCHOLAR PROGRAM

SUMMER 2024

CLOSING DATE Friday, February 2, 2024

PROGRAM

The Schupf Scholar Program will provide funding for Skidmore students to undertake science research, in collaboration with a faculty member, during the summer following the students' first or second year on campus and through the following academic year. All freshman and sophomore students will be eligible to apply to the program, but selection will be competitive, with applications evaluated by the FDC. Applications will be judged on the potential of the student to undertake a successful collaborative research project, his/her success in finding a faculty partner, and the scientific merit of the project itself.

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

In addition, Schupf Scholars will have the opportunity to access additional funds that could serve a number of purposes, including materials, travel to conferences, and supplies. Schupf Scholars are expected to present their work externally, such as a publication and/or a conference presentation. Finally, Schupf Scholars will receive encouragement and assistance to continue their collaborative research work with faculty members into their junior and senior years and to consider graduate and professional school in the natural sciences.

Projects :

- x May advance the research agenda of the faculty member
- x May be student-initiated
- x May be collaborative but could also include other kinds of mentorin (rs)-7.6 (0 Tcd Td (.6 (a)-8.1 (n)0.8 (d a)M27.

AWARDS

1. Each faculty participant will receive one stipend (depending on the number of project weeks), up to \$3,500 maximum. Faculty supervising a 10-week Schupf Scholar project will receive a stipend of \$3,500. Faculty supervising more than one Schupf Scholar project and/or supervising one or more projects under the Faculty Student Summer Research Program will only be paid one stipend.
2. Each student participant will be paid \$ 4,500 and receive free room and board 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

AD HOC FUNDS PROGRAM

Faculty may apply to the Office of the DOF/VPAA for support from Ad Hoc Funds Program. These supplemental awards underwrite special scholarly, creative, or performance opportunities that fall outside the boundaries of programs administered by the Faculty Development committee; this may include opportunities that arise unexpectedly and therefore do not conform to the FDC 's typical grant cycles. In general, however, priority will be given to requests for expenses not typically covered by FDC grants or other Skidmore opportunities. The application should explain how/why other sources of funding are not applicable.

Excellence: The Plan for Skidmore College 2015-2025, as well as supporting the development of its faculty and professional staff.

FUNDING SOURCES

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

If you have a sponsor in mind when developing a proposal for a research grant, current information about the program deadline, the review process, allowable costs, past and present funding priorities, grantor policies, and sponsor program personnel contacts are available through the SRO.

SUBMITTING A PROPOSAL

Before a proposal may be forwarded to a sponsor, it must receive administrative approval. Your proposal will be reviewed by appropriate administrative personnel for completeness (i.e., have the grantor requirements been met and is the proposal structured as directed by the program guidelines), accuracy (i.e., is the budget adequate to accomplish the proposed tasks, are the proper rates used, does the budget calculate properly) and compliance with applicable College, sponsor, state and federal guidelines.

In order to facilitate the administrative review process, a Statement of Commitments and Proposal Approval form has been developed to insure that a proposal is properly routed, reviewed and approved by all required parties. The Proposal Approval form is an internal document and should not be submitted to the sponsor. One copy of the proposal, with a final budget, and the completed Proposal Approval form should be on file in the SRO at least seven working days prior to the due date of your proposal.

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

PROPOSAL PREPARATION

There is no grantsmanship that will turn a bad idea into a good one, but there are many ways to disguise a good one.
William Raub, Former Deputy Director, NIH

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

- x What is the question or problem to be addressed; or what is the educational or scholarly objective of the project?
- 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

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 your request for funding, the DOF/VPAA should be contacted early in the proposal development process and if approved a commitment letter should be obtained.

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

- x 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.
- x 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.
- x Institutional Description
Provide a brief description of Skidmore, its history and programs as they pertain to the proposed project.
- x 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:
 - f Need for the Project;
 - f Project Objectives and Rationale;
 - f Project Design;
 - f Feasibility of the Project; and
 - f Project Timeline.
- x Project Evaluation and Dissemination
Many sponsors require a plan to evaluate the success of the project and plans for the dissemination of results.
- x 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.
- x Bibliography
Many sponsors prefer that you avoid literature citations 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 activities of the proposed project.

Direct costs may include:

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- o Fringe benefits - Applicable items may include FICA, Retirement, Health and/or Disability 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 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 support, 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

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/foundations/>). In particular, “

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

ADMINISTRATION RESPONSIBILITIES

1. Notify all members of involved departments/programs about grant opportunities .
Notify the community at large

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