



Published by the Office of Public Affairs

No. 1165

September 21, 2012

SUBMISSIONS

Submitting Items to The Reporter

Articles and announcements for publication should be submitted by e-mail to Katherine Kelley in the Office of Public Affairs at kelleykm@potsdam.edu by Tuesday at noon. Submitting items by e-mail is an efficient way to ensure your information is placed accurately in *The Reporter*. Thank you.

CAMPUS NOTES

Open Office Hours for the President

The next series of open office hours for members of the campus community to meet with President Schwaller have been scheduled for the fall 2012 semester. To make a 15-minute appointment during one of the following times, please contact Diane Brown by phone at x2100 or by e-mail at browndr:

Thursday, Sept. 27 from 11 a.m. to noon Thursday, Oct. 4 from 3:30 p.m. to 4:30 p.m. Friday, Oct. 5 from 1 p.m. to 2 p.m. Wednesday, Oct. 10 from 3:30 p.m. to 4:30 p.m. Monday, Oct. 15 from 2:30 p.m. to 3:30 p.m.

Whine & Jeez

We invite all faculty and staff to unwind at the first monthly Happy Hour on Wednesday, Sept. 26 from 4 p.m. to 5:30 p.m. at Dexter's Café for cash bar and snacks.

Every year we face challenges and attend meetings and more meetings. But this year we want to schedule some time to stay connected to colleagues and co-workers across campus. We want to provide an opportunity for all the interesting individuals we have across this campus to get together. So, join your colleagues for a cash bar and snacks at our monthly Whine & Jeez events.

More information and a list of dates can be found http://www.potsdam.edu/faculty/whineandjeez.cfm.

Chemical Magic

SOAR (a lifelong learning group sponsored by SUNY Potsdam) invites you to one of its classes: "Chemistry from the Humorous and Fun Side," a presentation of chemical magic by Chemistry Professor Fadi Bou-Abdallah on Saturday, Sept. 29, from 12:30 p.m. to 2 p.m. in Stowell Hall, Room 211. Bring your friends and family, children are welcome.

Faculty Workshop on Community of Science (COS or Pivot) External Funding Database

The workshop will be held on Wednesday, Oct. 3 from noon to 1:30 p.m. in the LTEC room in Crumb Library. Please bring your lunch.

Workshop Goals:

Meet the new Grant Writer in the Office of Research and Sponsored Programs. Review tools and strategies in the Community of Science database. This database is relatively new to SUNY-Potsdam. Although the database has "Science" in the title, it is a full service grant-funding database and contains funding information across the range of disciplines represented at Potsdam. In short, it is not limited to science funding.

Begin to design a search strategy tailored to your research interests. Although funding for research can be quite competitive, there's still a lot of it out there. The trick is to find a source looking to fund a project that you are interested in doing. If you're not an experienced grant researcher, come to this workshop for an introduction on how to keep an eye on what's going on in the funding world. For those who are experienced in using our other funding databases SPIN and GrantsAdvisor, come for an introduction to this new database.

Gratitude Expressed

I would like to take a moment to express my heartfelt thanks to all of you that made such a tragic time bearable for my family. Whether you added us to your prayer chain, sent a get well card, sent a gas card, made a phone call, drove to Syracuse to visit, brought us food or gave monetarily, it did not go unnoticed or unappreciated. I was able to stay in Syracuse beside my husband because of people like you and to that I am forever grateful.

Sincerely, Marcy Lottie

The School of Education and Professional Studies Seminar Series: "Disciplined Inquiry in Education"

Presentation Entitled: "Outsider Teacher/Insider Knowledge: Fostering Mohawk Cultural Competency for

Non-Native Teachers"

Presenter: Dr. Sharon Williams, School of Education & Professional Studies

Date: Wednesday, Oct. 3

Time: Noon

Where: 117 Satterlee Hall Boardroom

Abstract:

This talk presents a study that examined the cultural divide between mainstream teachers and the Mohawk community in a town bordering Akwesasne. Existing research suggests that mainstream teachers, and the institutions they work for, are often disconnected from the language, culture, and approaches to learning that facilitate Native students' achievement in school. The goal of this study was to document the development of a cultural competency professional development program and the cross-cultural tensions and miscommunications revealed and articulated during this process. This study culminated with the creation of a program intended for district implementation. A model for cultural competency professional development entitled the Developmental Trajectory of Understanding was also created with implications for other schools and teachers serving Native students.

Grant Application Deadline

The Title III Strengthening Institutions Grant application deadline for Fall 2012 Faculty Professional Development awards is Monday, Oct. 1, and the deadline for Fall 2012 Integrating Undergraduate Research in Learning Communities awards is Monday, Oct. 8. Faculty interested in submitting proposals should visit the Title III website at http://www.potsdam.edy/faculty/research/titleiii for additional information, including application forms and funding levels, or contact Gerald L. Ratliff, Title III project director, at x2107.

ASO Group Tutoring Program

As part of the Student Success Center, the Academic Support Office is once again organizing the ASO Group Tutoring Program. As the semester gets underway, we have already hired 65 tutors and received nearly 125 requests. If you are interested in learning more about the program and establishing a tutor for your course, please contact our new Academic Support Coordinator, Tim Morse, at 267-3447 or morsets@potsadam.edu. You can also direct your students to visit our website for more information and to request a group tutor: http://www.potsdam.edu/support/asotutoring. We look forward to working with you.

Meditation Sessions

Faculty and staff are invited to attend the following meditation sessions held in the Labyrinth Room, 1st floor Van Housen Hall: Mondays from 6 p.m. to 7 p.m., the Potsdam Meditation Circle, ongoing and Thursdays, 12:15 p.m. to 12:45 p.m. Midday Meditation, September 20 - Dec. 6, 2012. Please call the Counseling Center at 267-2330 if you have any questions.

Jewish Holy Days 2012-2013

In scheduling events on campus for 2012 and 2013, please be observant of the Jewish holy days. All Jewish holy days with Sabbath-like restrictions require that all normal business, school or secular activities cease approximately two hours before sundown on the eve of the holy day to allow for adequate preparations. Work prohibitions are required during the holy days of Rosh Hashanah, Yom Kippur and Passover.

For the fall 2012 semester:

Yom Kippur

Sunset of September 25 through nightfall of September 26.

For the spring 2013 semester:

Passover

March 25 through April 2

*The first two days and the last two days of this holy day are days in which no work is permitted (25, 26, 1 and 2).

For the fall 2013 semester:

Rosh Hashanah

Sunset of September 4 through nightfall of September 6.

Yom Kippur

Sunset of September 13 through nightfall of September 14.

If you have any questions, please feel free to contact Dr. Stebbins at x3372.

Grant Award Application Deadline

The Title III Strengthening Institutions Grant Award application deadline for Fall 2012 Faculty/Student Collaborative Conference Travel is Friday, Sept. 21. Faculty interested in submitting a proposal should visit the Title III website at http://www.potsdam.edu/faculty/research/titleiii for additional information, including application forms and funding levels, or contact Gerald L. Ratliff, Title III Project Director, at x2107.

Upcoming IRB Workshops

During the course of the year, the IRB will sponsor workshops for the benefit of researchers planning to submit a proposal to the IRB. The following is a list of future workshops:

Obtaining IRB Approval for Class Projects and Assignments

Friday, Oct. 26, at 3 p.m. in the LTEC

This workshop will identify the types of classroom projects and class assignments that require IRB review. In addition, we will discuss the process for requesting IRB review for a classroom project or class assignment.

*PowerPoint presentation for this workshop available on the web at http://www.potsdam.edu/faculty/research/rspo/irb/workshops.cfm

Smooth Sailing Through the IRB Process

at 3 the LTEC Friday, Nov. p.m. in **IRB IRB** This workshop will review the policies as the levels of review. *PowerPoint presentation for this workshop available on the web

http://www.potsdam.edu/faculty/research/rspo/irb/workshops.cfm.

Guest Speaker Workshop Series

The campus community is cordially invited to attend the inaugural Fall 2012 Title III Invited Guest Speaker Workshop Series titled "The Short Field Course as Interdisciplinary Research," featuring Kimberly Reiter from Stetson University, on Friday, Sept. 28, from 2 p.m. to 4 p.m. in the Learning and Teaching Excellence Center (Crumb library).

Kimberly Reiter, professor of Ancient and Medieval History and chairperson of the campus Undergraduate Research Committee at Stetson University, is President of the Interdisciplinary Environmental Association (IEA) and a National Councilor for the Council on Undergraduate Research (CUR). She is co-author with Eric Kurlander of the forthcoming textbook in western civilization titled, The West in Question, and has a special interest in designing and teaching environmental history courses and a number of her publications focus on teaching environmental issues from an interdisciplinary perspective.

2012 Flu Shot Clinic Schedule

Tuesday, Oct. 2

Location: BSU - Fireside Lounge, 11 a.m. – 2 p.m.

Wednesday, Oct. 17

Location: BSU - Fireside Lounge, 1 a.m. – 2 p.m.

Wednesday, Oct. 24

Location: BSU - Fireside Lounge, 11 a.m. – 2 p.m.

Thursday, Nov. 1

Location: BSU - Fireside Lounge, 11 a.m. – 2 p.m.

Thursday, Nov. 15

Location: BSU - Fireside Lounge, 11 a.m. – 2 p.m.

Shots will be administered on a first-come, first-served basis. Information regarding the flu, the Vaccine Consent Form and the Vaccine Information Statement (VIS) are available on the Student Health Services website. Look under Campus Health Alerts. If you are younger than 18 years, you must have your parent/guardian review the VIS and sign the consent form. The completed form can be faxed or mailed to:

SUNY Potsdam Student Health Services 44 Pierrepont Avenue Potsdam, NY 13676 Fax: 315-267-3260.

Please wear appropriate clothing, short sleeves or loose-fitting sleeves and be prepared to list all medications and supplements you are taking. If pregnant, please see your obstetrician for a flu shot.

The vaccine is free for both students and faculty/staff. Student ID is required at all clinics.

Call for Proposals: 2013 Lougheed Festival of the Arts

The Lougheed Festival of the Arts will be held April 26 – May 4, 2013. This festival is the direct result of a generous gift from Kathy ('54) and Don Lougheed. Their gift allows SUNY Potsdam to expose the entire campus and community to the full breadth of the arts, to enhance arts programs and expand Festival impact beyond traditional arts disciplines, and to enrich the Potsdam arts experience.

Please follow the link below for a full explanation of the Festival and how you can be a part of the excitement. You will find information on the Festival's mission and vision, as well as funding parameters of the Festival. Proposals will be accepted through an online submission form, with the link provided. Please note that special consideration will be given to proposals that foster collaboration, possess the potential to positively impact the SUNY Potsdam student experience, and offer the potential for the inclusion of students across campus. The deadline for proposal submissions is Friday, September 28, 2012.

http://www.potsdam.edu/about/artscampus/artsfestival/proposal.cfm

Academic Intervention Request (AIR)

The Student Success Center (SSC) would like to remind all faculty to make us of the optional program for all teaching faculty/staff concerned about the lack of academic progress of a particular student enrolled in one of his/her classes. This automated request is a way of streamlining the current, informal system of communication many instructors have with SSC personnel regarding students. In this program, faculty may electronically request academic intervention for any student throughout the semester except when Early Alerts are available.

The electronic AIR (Academic Intervention Request) is automatically forwarded to the academic support programs in which the student participates (i.e., athletic teams, Bridges, CSTEP, EOP, Student Support Services and TOC). If a student is not a participant in any of these programs, the AIR will be sent to the main office of the SSC (Academic Services). An e-mail will also be sent to the student. This e-mail will alert him or her that an AIR was submitted and will provide instructions on how to contact the appropriate office.

A professional staff member from the identified program/office will then follow up with the student regarding the faculty member's concerns. Intervention can include measures ranging from scheduling a meeting with the student to speak about the importance of class attendance to bi-weekly meetings to develop or review task management skills. The student's advisor will be notified of the AIR and consulted regarding the action taken.

The process is extremely easy for faculty who wish to participate. (1)Sign in to BearPAWS. (2)From the main menu, select Faculty and Advisors. (3)Under Faculty Services, choose Academic Intervention Request. Only the courses you teach will be displayed. (4) Select the course in which the student about whom you are concerned is registered. A box will appear in which you may write your comments/concerns. (5)When finished, click on submit. You will receive a confirmation e-mail that the AIR was sent to the appropriate office.

Please note that the AIR can be used beginning the second week of each semester until the last day of the semester but not during the time for Early Alert submission. In addition, the AIR should not be used for concerns about a student's health and well being or threatening behavior or conduct. Such concerns should be directed as appropriate to University Police, the College Counseling Center, Student Health or the Dean of Students Office.

If you have questions or would like additional information about the AIR, please contact the director of the Student Success Center, Tamara Durant at x2580.

Faculty Workshop on Community of Science (COS or Pivot) External Funding Database

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Political Journalist Visiting on Campus

Michele Norris, Political Journalist from NPR to Visit Campus on October 10, at 7 p.m. in Hosmer Hall. This semester's First Year Success Seminar (FYSS) common reading book is "The Grace of Silence: A Family Memoir" by Michele Norris, journalist and Cohost of National Public Radio's "All Things Considered." Following her presentation there will be a book signing in the Hosmer Hall lobby. Her book is for sale at the College Bookstore and all are invited to attend this free event.

NAFSA: Association of International Educators: Review of Global Studies Literature Issue #4.

The new call for reviews for the NAFSA Review of Global Studies Literature Issue #4 is now available online. The Call includes a list of topics and recent publications around the theme of "Critical Perspectives on Internationalization." The submission deadline for reviews and review articles is October 31.

The Review, a project of NAFSA's Research & Scholarship Sub-Committee, seeks to engage international educators in a dialogue at the intersection of the International Education field with global studies, social justice, human rights, and many other related fields. The theme, "Critical Perspectives on Internationalization," addresses a major challenge in the field and has become the subject of some popular sessions at the last two annual NAFSA conferences. Now that internationalization has gone 'mainstream,' what are the risks, challenges, and pitfalls of its wide popularity? What are some of the alternative models and conceptualizations?

The website for the Review can be found at http://www.nafsa.org/resourcelibrary/default.aspx?id=19338. The link to the Call for Reviewers is at the right of the website. We encourage any interested faculty, staff or graduate students at all levels to consider a submission.

Please consider sharing this message with your fellow colleagues. More information can be received from Krista LaVack, International Education & Programs at lavackkm@potsdam.edu or by contacting the editors at gslreview@gmail.com.

Quick Reference Guide

The Office Of Institutional Effectiveness would like to announce the creation of the Quick Facts that can be found on our webpage at http://www.potsdam.edu/offices/ie/quickfacts/index.cfm

It has been designed as a quick reference guide to the information compiled in a variety of "Assessment of Institutional Effectiveness" venues. This overview consists of select data that were collected from various university departments for the purpose of planning, decision making and institutional improvement.

Winterim 2013 Course Proposals

If you are planning to teach a course in our upcoming 2013 Winterim Session, please submit your Banner course proposal forms right away. The form, as well as additional Winterim Session information, is available on the Extended Education website. To assist students with their fall 2012 and spring 2013 schedule planning, we would like to begin advertising the courses by the end of August/early September. The dates for the upcoming 2013 Winterim Session are January 3 through January 16 (2-week session) and December 26 through January 16 (3-week session).

For additional questions and/or assistance, please contact the Extended Education Office by e-mail at exted@potsdam.edu or call 267-2166 or 267-2590.

Diversity and Social Justice Conference

Susan Stebbins (anthropology and Special Assistant to the President for Diversity) and Sheila Marshall (Center for Diversity) are organizing Diversity and Social Justice Conference to be held at the Knowles Conference Center on Saturday, October 27 from 9 a.m. – 3 p.m.

We invite faculty and students with faculty mentors who have conducted research about diversity and social justice to participate. Participation can be a paper, panel of papers, posters or performances. Along with SUNY Potsdam students, staff and faculty, we are also inviting area colleges and the community. For further information or to participate please contact Susan Stebbins at stebbisa.

The Center for Undergraduate Research Fall 2012 Workshops & Events

Tuesday, Sept. 25: Applying for Kilmer Undergraduate Research Apprenticeships, with Carleen Graham, director of The Center for Undergraduate Research, 7 p.m., 102 MacVicar

Tuesday, Oct. 16: Get YOUR Research On. From idea, to design, to result, featuring a faculty/student panel from a variety of disciplines that will discuss how they create, conduct and disseminate their projects, 7 p.m., 103 Kellas.

Light refreshments will be served. Co-sponsored with the Learning & Teaching Excellence Center.

Tuesday, Oct. 23: Applying for Kilmer Undergraduate Research Apprenticeships with Carleen Graham, director of The Center for Undergraduate Research, 7 p.m., 102 MacVicar.

Monday, Nov. 12: Application deadline for Spring Semester Kilmer UR Apprenticeships, 4 p.m., 102 MacVicar

CSEA Tuition Benefits

The NYS & CSEA Partnership for Education and Training now has its catalog and application forms available for program year 2012-2013. The NYS & CSEA Partnership for Education and Training provides programs and services for NYS employees and agencies. Check out the website at www.nyscseapartnership.org/index.cfm.

Employee Assistance Program

The SUNY Potsdam Employee Assistance Program (EAP) has two EAP Coordinators, Toby White, at x3434 and Ada Santaferra, at x2229. Both are available to discuss personal concerns and make appropriate referrals. You may contact Toby or Ada at the numbers listed above, or you may call the Statewide EAP in Albany at 1-800-822-0244. EAP is a confidential referral service available to all campus employees, retirees and their families.

CALENDAR

September

- Suicide Awareness Walk @ Knowles MPR, registration at 9:30 a.m., walk starts at 11 a.m. Men's Soccer vs. Plattsburgh, 1 p.m.
 - Mission IMPROVable, Sketch Comedy @ Dunn Theater, 9 p.m.
- 23 Guest Artist, Vladimir Gorbach, guitar @ Snell Theater, 7:30 p.m.

- Guest Artist, The Alexander String Quartet @ Snell Theater, 7:30 p.m.
- 25 Yom Kippur begins at sundown Faculty Recital, J. Pearon, voice & K. Severtson, piano @ Snell Theater, 7:30 p.m.
- 26 Yom Kippur Faculty Voice Recital, Donald George and Lonel Woods @ Snell Theater, 7:30 p.m.
- 27 Pendragon Theatre presents "The Last Five Years" @ College Theater, 7:30 p.m. Symphonic and Concert Bands @ Hosmer Hall, 7:30 p.m.
- Women's Soccer vs. Oswego, 4 p.m.
- 29 Open House, 9:15 a.m. 4 p.m. Women's Soccer vs. Cortland, 1 p.m. Pendragon Theatre presents "Shipwrecked" @ College Theater, 7:30 p.m.
- Pendragon Theatre presents "Shipwrecked" @ College Theater, 2 p.m.

October

- Faculty Lecture and Recital, Gary Busch, Kelly Drifmeyer, horn, John Lindsey, violin and Kirk Severtson, piano @ Hosmer Hall, 7:30 p.m.
- Flu Shot Clinic @ Fireside Lounge, 11 a.m. 2 p.m.
 Volleyball vs. St. Lawrence, 7 p.m.
 CPS Guest Artist, Aquilla Theatre: "Cyrano de Bergerac" @ Snell Theater, 7:30 p.m.
- Voice Faculty Debussy Recital @ Snell Theater, 7:30 p.m.
- 4 Crane Symphony Orchestra @ Hosmer Hall, 7:30 p.m.
- 5 Early Alerts Due Fall Recess Begins Voice Area Recital @ Snell Theater, 1 p.m. Men's Soccer vs. Oneonta, 4 p.m.
- 6 Men's Soccer vs. New Paltz, 1 p.m.
- 6-9 Recess
- 8 Columbus Day
- 9 President's Own Marine Band @ Hosmer Hall, 7:30 p.m.
- 10 Classes Resume at 8 a.m. Guest Speaker, Michele Norris @ Hosmer Hall, 7 p.m.
- Guest Artist Recital, Connie Frigo, Saxophone @ Snell Theater, 7:30 p.m.
- Voice Area Recital @ Snell Theater, 1 p.m.
 Guest Artist, Christopher Poiget & Eugenia Tsarov @ Snell Theater, 7:30 p.m.
- 13 CPS presents Organ Encounter, Bruce Neswick @ Hosmer Hall, 3 p.m.

PACES

PACES Dining Services has received the number one ranking in the Student Opinion Survey (SOS) Project. The SOS project collects information and opinions every three years and uses it to assess and study quality of life issues on SUNY campuses.

The SUNY System Administration Office of Institutional Research and Analysis provided PACES Dining Services with the results. The survey, completed in the Spring of 2012 compares SUNY Potsdam to 26 other state operated educational institutions. The SOS survey findings are important because, unlike other studies, it ranks customer satisfaction against the other twenty-six institutions.

PACES Dining Services offers more on campus dining options than any other school in the SUNY system of its size: it allows students to eat anywhere on campus on their meal plan, through a guaranteed meal, exchange or flex credit program; it buys as much local and regional products as possible; it works with local farmers to recycle vegetable scraps into animal feed; it provides used frying oils for bio diesel fuel. PACES Dining Services is a chef driven department, which ensures that the three pillars of PACES Dining Services' mission (quality, choice and value) are met and expressed in creative and original ways.

On October 4, from 11 a.m. to 1 p.m., PACES will host a celebration on the quad, adjacent to the PACES Administrative Offices in Merritt Hall. Please stop by and celebrate our success.

PACES Faculty and Staff Discount Program

PACES Dining Service, The College Store and the Union Market offer special discounts for SUNY Potsdam faculty and staff. Dining Services offers a Faculty and Staff Flex Plan that affords a 20 percent discount off purchases at dining locations on campus (except Tim Horton's).

To open an account, you must go to the PACES Business Office in Merritt Hall. You can add money at any Dining Services register or at the PACES Business Office with cash, check or credit card.

Under NYS law, only residential student meal plans are tax exempt, the tax on your purchases is paid for by PACES and is included in the 20 percent discounted rate. We can carry faculty/staff balances forward from year-to-year.

The program is being offered only to the faculty & staff of SUNY Potsdam. Dependents, family members and spouses are not eligible for the plan.

PACES also offers discounts on a variety of items in both the Union Market and The College Store. These are standard discount categories. Check with the cashier before ringing out to verify your discount.

Clothing 15 percent off (except outerwear) Gifts, Imprint Memorabilia 15 percent off Textbooks & supplies 10 percent off Backpacks, Vera Bradley 10 percent off Umbrellas, sporting goods 10 percent off Greeting Cards, balloons 10 percent off

There are no additional discounts on clothing in the Union Market, any previously reduced or sale items, electronics, computers, computer supplies, gift cards, baskets, CD's and DVD's, and special orders.

Student Union Dining Court

September 22 PB & J Bonanza at Chips

College Store

September 24 – September 29 Dorm Supplies Clearance – select dorm supplies on sale

October 4 Celebrate National Student Day

October 5

Union Market

September 24 – September 29 Dorm Supplies Clearance – select dorm supplies on sale

Textbooks are being returned to the publisher.

October 1 – October 5 Chip Week

College Store Quad

October 4, 11 a.m. – 1 p.m. Celebrate #1 Dining Service Day

VACANCIES

Assistant Professor of Communication

The English & Communication Department invites applications for a tenure-track Assistant Professor of Communication, beginning fall 2013. We are seeking a communication generalist with particular strengths in mass communication, including film and/or television, and visual communication. We are especially interested in candidates who approach mass communication within the context of diverse voices.

Ph.D. is preferred, but outstanding ABD candidates will be considered. The successful candidate has experience teaching public speaking/oral skills. Teaching responsibilities normally include lower-division courses in Communication, including teaching speaking/oral presentation skills, upper-division courses in area of specialization, and contributions to Master's program in English and Communication. Full time teaching load is 24 hours per academic year plus student advising and committee responsibilities. Continuing program of scholarly activity is expected. The position offers opportunities for interdisciplinary collaboration and a supportive teaching environment.

To apply for this posting, visit our website at https://employment.potsdam.edu, job posting no. 0600324. Application review begins January 21 and continues until position is filled.

FACULTY/STAFF/DEPARTMENT EXCELLENCE

Michael Rygel (geology) has agreed to serve as an Associate Editor for the Canadian Journal of Earth Sciences (CJES); he will handle papers dealing with sedimentary geology. CJES publishes papers on a wide variety of topics in the earth sciences including climate and environmental geoscience, GIS, sedimentology and stratigraphy, mineralogy, petrology, and economic geology. The journal has been published since 1964 and is the Geological Association of Canada's principal medium for the publication of scientific papers.

RESEARCH

Conflict of Interest Requirements

In accordance with Federal regulations, SUNY Potsdam requires that a researcher disclose any potential conflict of interest due to a significant financial interest in a sponsored activity to the Research and Sponsored Programs Office before a proposal for that activity may be submitted to a sponsoring agency.

In order to provide assurance that any potential conflict is disclosed all investigators must read the Conflict of Interest Policy and then complete and submit the Annual Disclosure of Financial Interests and Obligations Statement on or before October 1, but no later than:

- Submission of an application to an external sponsor, or
- Acceptance of award where there was no prior disclosure submitted for that work

The Sponsored The Policy and forms be found on Research **Programs** Web site can and at http://www.potsdam.edu/faculty/research/rspo/conflict/index.cfm.

Responsible Conduct of Research Requirements

Effective January 4, 2010, the State University of New York at Potsdam will require that all researchers receiving NSF or NIH funding, whether a new application or renewal, complete training through the Collaborative Institutional Training Initiative (CITI) online training program to meet the RCR requirements. The modules contain information about responsible conduct in research, case studies and quizzes related to each of the areas.

The policy and procedures for completing the training can be found on The Research and Sponsored Programs Web site at http://www.potsdam.edu/faculty/research/rspo/conflict/index.cfm.

Please note that these RCR courses are not substitute training courses for individuals who conduct research utilizing human participants or animals. If you plan to conduct research utilizing human participants or animals you must also complete the required basic training courses in those areas.

Institutional Review Board

The SUNY Potsdam Institutional Review Board (IRB) reviews and approves all research activity involving the use of human subjects or activities involving data collection from, or related to, human subjects. State and federal laws require that all projects involving human subjects be reviewed.

Please allow adequate time for your proposal to be reviewed prior to the intended start date of the project. The board requires sufficient time to review the proposal and to suggest any revisions prior to project approval by the Institutional Official. Please use the following as a guide for submission of proposals:

Fall 2012 Meeting Schedule

Meeting	Time	Room	Deadline	Proposal
Date				Due Date
Monday,	4 p.m.	Satterlee	5 p.m.	Friday,
Oct. 15	_	117	_	Oct.5
Monday,	4 p.m.	Satterlee	5 p.m.	Friday,
Nov. 12	_	117	_	Nov. 2
Monday,	4 p.m.	Satterlee	5 p.m.	Friday,
Dec. 10	_	117	_	Nov. 30

Application materials, sample consent/assent forms and instructions on how to apply are available online at www.potsdam.edu/rspo under the Institutional Review Board. Researchers are asked to verify the revision date on their application materials with the online version to make sure you are using the most current version prior to submission. If you have any problems opening any of the forms, please contact Kathy LaMay in the Office of Research and Sponsored Programs at x3121 or by e-mail at lamaykm@potsdam.edu.

An electronic copy of the application should be submitted to the chair, Maureen McCarthy at mccartma@potsdam.edu. In addition, the signed cover page with original signature(s) should be sent to Maureen at 101 Dunn Hall.

If you are unsure whether the research you plan to conduct should be submitted for IRB review or have any questions about the IRB process, please contact Maureen McCarthy at x2919 or by e-mail at mccartma@potsdam.edu.

Researchers are reminded that State and Federal laws require that all projects involving human subjects be reviewed.

Institutional Animal Care and Use Committee (IACUC) Meetings

The SUNY Potsdam IACUC reviews any use of live animals in research, teaching, service or display by faculty, staff or students affiliated with SUNY Potsdam, regardless of where the activity occurs and of the activities funding source.

Please allow adequate time for your proposal to be reviewed prior to the intended start date of the project. The committee requires sufficient time to review the proposal and to suggest any revisions prior to project approval by the Institutional Official.

Application materials are available online at www.potsdam.edu/rspo under the Institutional Animal Care and Use Committee. **Note- the most current revision date of application materials is March 17, 2011. Researchers are asked to verify the most current revision date on their application materials with the online version to make sure you are using the most current version prior to submission.

If you have any questions regarding any of the forms please contact Kathy LaMay in the Office of Research and Sponsored Programs at x3121 or by e-mail at lamaykm@potsdam.edu.

An electronic copy of the application must be submitted to the chair, Jan Trybula at trybulj@potsdam.edu. In addition, the signed cover page with original signature(s) should be sent to Jan Trybula, Stowell Hall 205A.

If you are unsure whether the project you plan to conduct should be submitted to the IACUC or have questions about the approval process, please contact Jan Trybula, chair of the IACUC, at x2258 or by e-mail at trybulj@potsdam.edu.

Title III Undergraduate Research Programs for 2011-2012

SUNY Potsdam is the recipient of a 5-year, \$1.6 million dollar Title III Strengthening Institutions Grant Award from the U.S. Department of Education to promote undergraduate research across-the-curriculum and to foster an institutional culture of inquiry-based student learning. The internal grant programs for eligible tenured and tenure-track faculty focus on integrating undergraduate research principles and practices in curriculum design, cultivating professional development skills and promoting conference travel to share best practices.

For additional information, please contact Gerald L. Ratliff, Title III project director at ratlifgl@potsdam.edu or Julie Ellingsen, Title III administrative assistant, at ellingmj@potsdam.edu. Application forms for each of the internal grant programs are available at http://www.potsdam.edu/faculty/research/titleiii/index.cfm.

Faculty Professional Development Program

The goal of the faculty professional development program is to provide enrichment opportunities for faculty to attend regional or national association conferences in order to cultivate instructional skills or teaching techniques related to undergraduate research. Applicants may attend program sessions that focus on instructional pedagogy, enroll in a short course that explores undergraduate research principles and practices, or participate in a pre-conference workshop that has a primary focus on curriculum development.

Application deadlines: October 1, 2012, November 12, 2012, February 23, 2013 & April 9, 2013.

Faculty Curriculum Development Program

The goal of the individual faculty curriculum development program is to integrate basic undergraduate research principles or practices into a sophomore level or above course that will have significant pedagogical impact on a substantial number of students. The curricular proposal may focus on plans to revise an existing course, design a new course, or introduce a course that relies primarily on experiential pedagogy to promote individual and small group student research projects.

Application deadlines: October 22, 2012, November 30, 2012, March 5, 2013 & April 16, 2013.

Department Curriculum Development Program

The goal of the department curriculum development program is to permanently incorporate additional or new undergraduate research activities in at least three required and/or elective courses in the academic major or minor curricula. The curricular proposal may focus on a detailed plan to revise existing courses and design new courses that promote active research or creative opportunities for undergraduate students.

Application deadlines: October 15, 2012, December 3, 2012, March 8, 2013 & April 12, 2013.

Faculty/Student Conference Travel Program

The goal of the faculty / student collaborative travel program is to increase the number of new faculty and undergraduate students involved in research projects whose preliminary results are presented at regional, national or international conferences.

Application deadlines: September 21, 2012, November 16, 2012, February 11, 2013 & April 5, 2013.

Integrating Undergraduate Research in Learning Communities Initiative

The "Transforming the Academy: Integrating Undergraduate Research in Learning Communities" initiative seeks to identify a select number of First—Year Interest Groups, General Education Learning Communities, and Upper Division Learning Communities as institutional pilot programs that provide research—based teaching and learning activities or learning experiences, foster a sense of an integrative academic community, and promote interdisciplinary intersections between collaborative faculty and cohorts of engaged students across—the—curriculum and across the three campus schools. Funding for each pilot program team of faculty selected includes instructional supplies and stipends for curriculum design.

Application deadlines: October 8, 2012, December 3, 2012 & February 26, 2013.

Research and Creative Endeavors Program for 2012-2013

The Research and Creative Endeavors Program is designed to provide faculty with seed money to pursue a research or scholarly project and eventually seek and attract external funding for their work. As in the past, in making awards, the Committee will especially emphasize projects that have the potential to encourage new faculty, women and minorities; to support research and creative endeavors across the disciplines; and to attract external resources. The maximum award per project is \$1,000. Generally, this program does not provide funding for conference travel, computer equipment and general office expenses.

DEADLINES: October 3, 2012 and April 3, 2013

Grant Development Program 2012-2013

This program will provide awards of up to \$1,500 to full-time faculty or professional staff to pursue the development of new proposals for submission to external funding agencies. All successful applicants will be required to submit a full proposal (with a budget of at least \$50,000/yr.) to an external sponsor within one year from the time of award. It is expected that those interested

will have identified a potential sponsor and contacted that sponsor to discuss funding possibilities. The application form requires a description of the proposed project and a project time line that incorporates the applicant's plans for meeting the grant submission deadline. Allowable budget items include travel, supplies, books, duplicating, telephone, etc.

DEADLINE: Open.

Grant Writing Initiative (GWI)

The Research and Sponsored Programs Office will make up to 6 awards of \$250 each to faculty and professional staff who develop and submit viable proposals to external funding agencies during 2012-2013. All grant proposals submitted through the Research and Sponsored Programs Office (excluding continuation and fellowship applications) will automatically be eligible.

Awards will be made based on the following considerations:

- quality of proposal
- match between proposal and sponsor (likelihood of success)
- •institutional support of proposal

Up to 6 Awards of \$250 each will be given in May 2013 for proposals submitted up to April 30, 2013.

RSPO Travel Program is still suspended for the 2012-2013 Academic Year

In affirming its commitment to equal opportunity for all individuals, SUNY Potsdam actively seeks faculty, staff and students without regard to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or veteran status.