

The Reporter



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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@potdam.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:

Wednesday, Oct. 10 from 3:30 p.m. to 4:30 p.m.

Monday, Oct. 15 from 2 p.m. to 3 p.m.

Thursday, Nov. 1 from 9 a.m. – 10 a.m.

Tuesday, Nov. 6 from 3 p.m. – 4 p.m.

Wednesday, Nov. 14 from 3 p.m. – 4 p.m.

Approval of Faculty Senate Proposals

The following resolution was approved by the Faculty Senate at their March 22, 2012 meeting, and is hereby endorsed by President Schwaller:

- Approval of the addition of a January graduation date to accommodate students completing their degree requirements during Winterim.

If you have any questions, please contact Diane Brown at x2100 or Ramona Ralston at x2154.

Important Message from Computing & Technology Services

All areas within CTS will be closed on Monday, Oct. 8, in observance of the Columbus Day holiday.

- Administration & Operations, Stillman Hall
- Administrative Information Systems (AIS), Stillman Hall
- HelpDesk, Stillman Hall
- Host & Network Services (HNS), Kellas Hall
- Instructional Technology Center (ITC), Stillman Hall
- Network Infrastructure & Media (NIM), Kellas Hall
- TelCom, Stillman Hall

If you have any questions or concerns, please contact Irene M. Haverstock at x2089.

Work Order Message from Physical Plant

The Physical Plant office has been notified of a pending upgrade to the Work Order System - Que Centre. The migration process has been scheduled for Monday, Oct. 8.

Outlined below are the steps of the process:

1. The Work Order website will be turned off so that no changes can be made to the system. This will happen at approximately 8 a.m.
2. The data will be converted to version 2.0.
3. The site will be moved to a new web address.
4. The site will be turned back on in version 2.0. Notification of this will be sent to the Physical Plant representative via e-mail.
5. Physical Plant will notify the campus community of the new website on Tuesday, Oct. 9.

The migration/ conversion process will take approximately 1 business day.

Seeking Nominations for Omicron Delta Kappa National Leadership Honor Society

SUNY Potsdam's chapter of Omicron Delta Kappa (ODK) is seeking nominations. Membership is awarded to undergraduate junior and senior students; to graduate students; to faculty, staff, administration, and alumni; and to persons qualifying for membership "honoris causa." After reading our history and membership criteria, please submit names of those individuals who you feel meet the criteria to Nicole Feml by e-mail to femlna@potssdam.edu no later than October 12. Individuals will then be invited to apply for membership. Those accepted will be inducted on Sunday, Dec. 2 at 2 p.m. in Thatcher Hall.

Omicron Delta Kappa, the National Leadership Honor Society, was founded December 3, 1914, at Washington and Lee University in Lexington, Virginia by 15 students and faculty leaders. The founders formulated the idea that leadership of exceptional quality and versatility in college should be recognized, that representatives in all phases of college life should cooperate in worthwhile endeavors, and that outstanding students, faculty, and administrators should meet on a basis of mutual interest, understanding, and helpfulness. Since it's founding, Omicron Delta Kappa has initiated over 300,000 members.

Membership in Omicron Delta Kappa is as much an obligation and responsibility in leadership as it is a mark of highest distinction and honor. Student membership candidates must have at least a 3.0 GPA and must show leadership in at least one of the five phases of campus life.

1. Scholarship
2. Athletics
3. Campus or Community Service, Social and Religious Activities, and Campus Government
4. Journalism, Speech and the Mass Media
5. Creative and Performing Arts

Faculty Readings

The Faculty Writers Series debuts this semester with readings by Joanna Luloff and James Hall. Join us Monday, Oct. 15, at 5:30 p.m. in the Fireside Lounge. Refreshments will be served.

Fall 2012 Department Curriculum Revisions

The Title III Strengthening Institutions Grant application deadline for Fall 2012 Department Curriculum Revisions to integrate undergraduate research principles into three or four undergraduate courses is Monday, October 15. Faculty teams 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. Team members may also contact Gerald L. Ratliff, Title III project director, at x2107 with preliminary questions.

The Sophomore Scoop

On Tuesday, October 16, SUNY Potsdam sophomores will have the opportunity to participate in the second annual event designed especially for them. Sponsored by the Student Success Center, The Sophomore Scoop will be held from 7 p.m. - 8:30 p.m. on the second floor of the Barrington Student Union.

Attendees will participate in 15-minute breakout sessions introducing them to the sophomore specific resources available. The first 50 participants will receive a SUNY Potsdam Sophomore Scoop flash-drive containing materials presented in the breakout sessions.

The sessions are:

Get Smart: resources and connections for academic skill development, advising, tutoring;

Get Going: resources and connections for opportunities in student exchange, honor and/or research programs;

Get Well: resources and connections for improving/ maintaining physical, emotional, spiritual health;

Get Involved: resources and connections for participating in Greek Life, leadership opportunities, SGA, clubs and other organizations;

Get Rich: resources and connections for financial aid, information on billing, employment on campus;

Get a Job: resources and connections for exploring interests, aptitudes, potential careers and internships.

Students attending three of the sessions will be eligible to enter a drawing for a \$100 gift certificate at the College Store. The event will conclude with ice cream for all participants.

For questions about this event, contact Faye Lamar or Toby White, coordinators of the Sophomore Year Experience Program (SYEP) at 267-2702.

Message from the Office of Alumni Relations

Is your club, department or athletic team celebrating a milestone reunion this year? Would you like to have a celebratory event in conjunction with Reunion Weekend? If so, the Office of Alumni Relations wants to know and we would be happy to include and work with campus organizations to celebrate your special occasion during Reunion Weekend.

To be considered for inclusion in the 2013 Reunion schedule of events, contact alumni@potsgdam.edu or call 267-2120, by November 9.

2013 Summer Session Dates

The 2013 Summer Session dates will be as follows:

Session I	May 23 - June 28
Session I-A	May 23 - June 10
Session I-B	June 12 - June 28
No classes June 30 - July 6	
Session II	July 8 - August 9
Session II-C	July 8 - July 23
Session II-D	July 25 - August 9

Additional information regarding the class meeting times template, General Education Committee Guidelines, and instructor compensation rates is available on the Extended Education website under Summer Session/Faculty Information.

If you have not submitted your course proposal(s) please do so as soon as possible.

For questions or assistance, please contact Katie Logan at x2166 or by e-mail logankm@potsgdam.edu, or Tom Fuhr at x3089 or e-mail fuhrtw@potsgdam.edu.

Kickoff for Potsdam Educational Fund

The newly formed Potsdam Educational Opportunities Fund (PEOF) has announced a kickoff event to be held on Thursday, Oct. 11, from 6 p.m. to 8 p.m. in the Potsdam High School library. During this event parents and other supporters of public education in Potsdam will be able to learn more about the PEOF's efforts to enhance the educational experiences of Potsdam students and the dedicated efforts of their teachers.

The PEOF represents concerned parents and others who have joined to provide Potsdam Central School educators with resources to enhance learning experiences reaching beyond the scope of the school curriculum. The PEOF, operating under the auspices of the Northern New York Community Foundation, has launched a program granting funds to PCS teachers for the enhancement of their work with students, on the basis of competitive proposals.

The fundraising efforts of the PEOF have been significantly leveraged through a pledge by an anonymous couple, both alumni of Potsdam schools, to match gifts to the Fund up to \$100,000 on a one-to-one basis for program support and a two-to-one basis toward an endowment, which will carry the mission of the Fund securely into the future.

The October 11 kickoff event will celebrate the opportunity, which this generous donor match creates for those who support the creative and dedicated efforts of PCS teachers. The PEOF Advisory Committee, representing a broad cross-section of parents, community leaders, and concerned citizens, is working in close collaboration with PCS teachers and administrators to develop a strong and ongoing system of support for the most creative and successful initiatives that can be provided to Potsdam students.

Tax-deductible contributions from the community are encouraged, especially while the donor match challenge is in effect; further information about giving to this effort will be available at the October 11 event.

The kickoff event will include light refreshments and will feature music by Potsdam Central School students. RSVP's are requested by October 8 to [juliehelenbrook@yahoo.com](mailto:tojuliehelenbrook@yahoo.com).

Fall 2012 Guest Author Book Series

The campus community is cordially invited to attend the Title III Fall 2012 Guest Author Book Series featuring Edmund J. Hansen, on Friday, Oct. 19, from 2 p.m. to 4 p.m. in the Learning and Teaching Excellence Center (LTEC) in Crumb Library.

Edmund J. Hansen, author of the popular text, [Idea--Based Learning: A Course Design Process to Promote Conceptual Understanding](#), is Director of the Center for Teaching and Learning at Northeastern Illinois and serves as President of the Chicago Area Faculty Development Network.

This participatory workshop explores a comprehensive "course design" model that illustrates how courses and curriculum are effectively aligned to enhance teaching effectiveness.

Faculty interested in attending the session should request a complimentary copy of the [Idea--Based Learning](#) text in advance from Gerald L. Ratliff, Title III project director. Thomas Baker, director of the Campus Honors Program, will serve as moderator for the workshop.

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 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.

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

Friday, Nov. 16, at 3 p.m. in the LTEC

This workshop will review the IRB policies as well as the levels of IRB review.

*PowerPoint presentation for this workshop available on the web at

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

2012 Flu Shot Clinic Schedule

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 Pierrepoint 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.

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 Co-host 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.

SUNY Potsdam Campus Festival Focuses on "Making the Future."

SUNY Potsdam's 2013 Campus Festival will bring together students, scholars, artists and community members during the tri-annual celebration. The festival, entitled: "Making the Future", will feature lectures, panel discussions, workshops, seminars, displays and performances from April 10 to 13, 2013.

As a celebration of academics on campus, the purpose of the festival is to introduce the community, students, faculty and staff to cutting-edge research and creative activity on topics of importance. All events are free and open to the public, and many students will be granted permission to leave their classes to participate.

Please consider giving a presentation, inviting a local speaker, or organizing an activity that will attract and engage our students and campus community.

The 2013 Festival Proposal Form is available online.

<http://www.potsdam.edu/academics/specialprograms/campusfestival/upload/ProposalForm.pdf>. Applications are due Thursday, Nov. 1, 2012.

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 stebbis@potsdam.edu.

The Center for Undergraduate Research Fall 2012 Workshops & Events

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 Santaferria, 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

October

- 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.
- 11 Guest Artist Recital, Connie Frigo, Saxophone @ Snell Theater, 7:30 p.m.
- 12 Voice Area Recital @ Snell Theater, 1 p.m.
Women's Soccer vs. Buffalo State, 4 p.m.
Guest Artist, Christopher Poiget & Eugenia Tsarov @ Snell Theater, 7:30 p.m.
- 13 Women's Soccer vs. Fredonia, 1 p.m.
CPS presents Organ Encounter, Bruce Neswick @ Hosmer Hall, 3 p.m.
- 14 Guest Organist Recital, Bruce Neswick @ Hosmer Hall, 3 p.m.
- 15 Faculty Recital, J. Kirk-Doyle @ Snell Theater, 7:30 p.m.
- 16 Faculty Composition Recital, D. Heinick @ Snell Theater, 7:30 p.m.
- 17 Faculty Chamber Recital, Brian Doyle @ Snell Theater, 7:30 p.m.

- 19 Voice Area Recital @ Hosmer Hall, 1 p.m.
Brass Area Recital, C101, 3 p.m.
Women's Soccer vs. Brockport, 3 p.m.
Woodwind Area Recital @ Wakefield, 3 p.m.
NYS Sociology Association @ Snell Theater, 6:30 p.m.
Wind Ensemble @ Hosmer Hall, 7:30 p.m.
- 20 Men's Soccer vs. Geneseo, 1 p.m.
Guest Percussionist, Michael Burritt and Friends @ Snell Theater, 7:30 p.m.
- 21 Masterclass with Lauren Jacobson, clarinet @ Wakefield, noon
CPS Presents David Gonzalez: "Sleeping Beauty" @ Snell Theater, 3 p.m.
Potsdam Brass Quintet @ Hosmer Hall, 7:30 p.m.
- 22 CPS Meets the Arts @ Snell Theater, 10 a.m.
Guest Artist, Lauren Jacobson, clarinet @ Hosmer Hall, 7:30 p.m.
- 23 Last day to Withdraw or Elect S/U
Volleyball vs. Clarkson, 7 p.m.
Potsdam Piano Quartet @ Snell Theater, 7:30 p.m.
- 24 NSP Masquerade Recital @ C123, 3:50 p.m.
Voice Levels @ Hosmer Hall, 5 p.m.
Jazz Band @ Snell Theater, 7:30 p.m.
- 25 Choral Extravaganza @ Hosmer Hall, 7:30 p.m.
- 26 Men's Hockey vs. St. Michael's @ Massena Arena, 7 p.m.
- 27 Swimming vs. Skidmore, 1 p.m.
Men's Hockey vs. Morrisville @ Massena Arena, 7 p.m.
Antigone Projects @ College Theater, 7:30 p.m.
ONNY presents Beethoven's 9 @ Hosmer Hall, 7:30 p.m.
- 28 Antigone Projects @ College Theater, 2 p.m.
- 29 Faculty Recital, Robert Young, saxophone @ Hosmer Hall, 7:30 p.m.
- 30 Flute Ensemble @ Hosmer Hall, 7:30 p.m.
- 31 Halloween
Antigone Projects @ College Theater, 10 a.m.

PACES

College Store

October 12

Friday buy back begins: Sell your books back to the store every Friday from 1 p.m. – 4 p.m.

October 15 – October 20

Johnny Appleseed Week 20 percent off recycled products, clothing, paper journals and Yankee candles (fall scents)

Union Market

October 15 – October 20

Johnny Appleseed Week: cappuccino 30 cents

Lehman Dining Center, Fall Classic Luncheon Menu

October 18, 11 a.m. – 2 p.m.

One meal swipe, faculty/staff flex \$6.40, bear or cash, \$8

Appetizers: crab cakes, mozzarella bruschetta in phyllo cups, artichoke-spinach dip with pita chips

Soups: lobster bisque, roasted red pepper and gouda bisque, chipotle sweet potato soup

Entrees: roasted turkey in herbed gravy, dijon flank steak with caramelized onions, apple-cranberry stuffed chicken with cheddar cheese sauce

Vegetables: sautéed zucchini and squash with herbs, honey-tarragon glazed carrots, balsamic glazed portabellas

Desserts: pumpkin roll, apple pie, triple chocolate cake, pumpkin cheesecake, sundae bar

Extra's: burger bar with...angus burgers, turkey burgers, chicken filets, full toppings bar

October Break Schedule

Lehman Dining Center

Closed Friday, Oct. 5, 8 p.m.

Re-Open Wednesday, Oct. 10, 7 a.m.

Student Union Dining Court

Fifth World Grill

Open during break, 8 a.m. – 8 p.m.

Opens regular hours Tuesday, Oct. 9

Chips Old Time Deli

Open during break, 10:45 a.m. – 8 p.m.

Open regular hours, Tuesday, Oct. 9

Tomassito's/Firehouse Grill

Open during break, 11 a.m. - 2:30 p.m., 4:30 p.m. – 7 p.m.

Open regular hours, Tuesday, Oct. 9

Saguaro Burrito

Closed Friday, Oct. 5, 7 p.m.

Re-Open Tuesday, Oct. 9, 4:30 p.m.

Blue Plate Diner/Meds

Closed Friday, Oct. 5, 2:30 p.m.

Re-Open Wednesday, Oct. 10, 11 a.m.

Cookies, Cream & Co.

Closed Friday, Oct. 5, 6 p.m.

Re-Open Wednesday, Oct. 10, noon

Snack Bars & Cafés

Crane Snack Bar

Closed Friday, Oct. 5, 3:30 p.m.

Opens Wednesday, Oct. 10, 7:15 a.m.

Dexter's Café

Closed Friday, Oct. 5, 2 p.m.

Re-Open Wednesday, Oct. 10, 11 a.m.

Minerva's Café

Closed Friday, Oct. 5, 3:30 p.m.

Re-Open Wednesday, Oct. 10, 7:45 a.m.

Becky's Place

Closed Friday, Oct. 5, 3 p.m.

Re-Open Tuesday, Oct. 9, 7:15 a.m. – 3 p.m.

Open regular hours Wednesday, Oct. 10

Tim Horton's

Closed Friday, Oct. 5, 3 p.m.

Re-Open Wednesday, Oct. 10, 7:15 a.m.

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.

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 offer 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

Textbooks & supplies, 10 percent off

Backpacks, Vera Bradley, 10 percent off

Umbrellas, sporting goods 10 percent off

Greeting cards, balloons 10 percent off

FACULTY/STAFF/DEPARTMENT EXCELLENCE

James Hall (English & Communication) gave a reading October 1, at the St Louis Poetry Center, as part of the Observable Reading Series.

Joanna Luloff's (English & Communication) book of short stories, *The Beach at Galle Road*, was published on October 2 by Algonquin Books.

VACANCIES

Visiting Assistant Professor

The Sociology Department seeks a Visiting Assistant Professor beginning fall 2013. Selected candidate will be assigned a normal teaching load of 12 credits per semester and advisory duties.

Required qualifications: ABD in Sociology or Criminal Justice. PhD in Sociology or Criminal Justice is preferred. Interested candidates may apply on-line at employment.potsdam.edu, job posting number 0600376. Position is open until filled.

Adjunct Instructor for Sociology Department

The Sociology Department seeks a part-time, temporary, adjunct instructor for the 2013 spring semester. Selected candidate will teach two (6 credits) courses in criminology and/or criminal justice studies.

Required qualifications: Master's Degree in Sociology or related area. PhD in Sociology or Criminal Justice is preferred. ABDs will be considered for appointment at the Instructor level. Interested candidates may apply on-line at employment.potsdam.edu, job posting number 0600379. Position is open until filled.

Grounds Worker

ID: NO: 0600383

Salary Grade 6

Contingent Permanent Full Time

Salary: \$27,744

A Grounds Worker performs a variety of routine manual tasks in maintaining the appearance and condition of grounds, walkways and roads at State facilities. Such tasks at times require medium to heavy physical effort but require little planning or special knowledge.

Qualifications:

There are no education or experience requirements for this class. When required to operate a motor vehicle, applicants must possess a valid New York State driver's license appropriate for the type of vehicle to be operated.

Location: Physical Plant

Supervisor: Robert White

Shift: Shift Varies

Persons who are interested and who qualify for this position may apply online at <https://employment@potsdam.edu> by October 12, 2012 close of business.

Coordinator of ESL Summer Institute

The Student Success Center is accepting applications for the Coordinator of the ESL Summer Institute that will commence operation in the summer of 2013. As the campus expands its commitment to internationalization, there is a need to provide enhanced English as a Second Language support services to matriculating graduate and undergraduate students of SUNY Potsdam and the Associated Colleges of the St. Lawrence Valley (Clarkson University, St. Lawrence University and SUNY Canton). SUNY Potsdam's ESL Summer Institute will be an optional, non-credit bearing program. The curricular focus will be on building the spoken and written English language capacities of students who will begin degree study at one of the area colleges.

This position is intended to be a part-time position in addition to the candidate's regular duties (release time or stipend, to be determined) and will report to the Director of International Education & Programs, part of the Student Success Center (SSC). The SSC staff encourages and guides students to more effectively identify and use available campus resources in order to promote their academic and personal success at SUNY Potsdam and beyond.

The Coordinator will be responsible for a broad range of academic and administrative areas. The key responsibilities of this position include: program management and administration; faculty recruitment, supervision and support; design and oversight of curricula; assessment of learning outcomes; documenting and reporting; coordination and oversight of program recruitment and marketing activities; building and maintaining collaborative partnerships with various members of the SUNY Potsdam campus community and the neighboring campuses of the Associated Colleges of the St. Lawrence Valley.

Required qualifications: Master's degree in TESOL, Linguistics, International Education Administration or other related field from a regionally accredited institution; demonstrated record of excellent teaching and/or related professional/service activities, including a minimum of two years administrative experience in a higher education setting; excellent verbal and written communication skills; problem solving, decision-making, and creative thinking abilities; tact, patience, and diplomacy, particularly with non-native English speakers; high energy level and ability to thrive in a fast-paced environment.

Preferred qualifications: Earned doctoral degree in a related field from a regionally accredited institution; demonstrated management, administrative and curriculum development experience at an intensive U.S. English language program; experience in international recruitment and promotion/marketing of academic programs.

Candidates may apply at employment.potsdam.edu/applicants/Central?quickFind=51292.

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 Policy and forms can be found on The Research and Sponsored Programs Web site 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 Date	Time	Room	Deadline	Proposal Due Date
Monday, Oct. 15	4 p.m.	Satterlee 117	5 p.m.	Friday, Oct. 5
Monday, Nov. 12	4 p.m.	Satterlee 117	5 p.m.	Friday, Nov. 2
Monday, Dec. 10	4 p.m.	Satterlee 117	5 p.m.	Friday, 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.

The research proposal "Teacher2Teacher: Studying With Others to Learn About Self" submitted by Dr. Michele Pinard and students, Department of Curriculum and Instruction has been reviewed by the Institutional Review Board and by the provost of the College. The researcher and the use of human subjects in that research have been approved as of September 28, 2012.

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@potdam.edu or Julie Ellingsen, Title III administrative assistant, at ellingmj@potdam.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: 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: 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: 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.