

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:

Tuesday, Dec. 4 from 10 a.m. – 11 a.m.

Friday, Dec. 14 from 3:30 p.m. – 4:30 p.m.

Annual Holiday Art Auction

Bid on original artworks by alumni, faculty, staff and students, including paintings, drawings, prints and ceramics. Auction will be held on Thursday, Dec. 6 in the lobby of Brainerd Hall, outside the Gibson Gallery. Preview will begin at 4 p.m. and the auction will start at 4:30 p.m.

Potsdam Bears “Care For Kids” for the Potsdam Holiday Fund

The Potsdam Bears Men’s and Women’s Basketball Teams, along with the Residence Life program, are hosting the “Potsdam Bears Care for Kids” program to benefit the Potsdam Holiday Fund. Anyone who comes to a home game on December 7 or 8 with a new unwrapped gift for a child in need will receive free admission to the Bears home games as follows: Friday, Dec. 7 vs. Buffalo State, Women’s game at 6 p.m. and Men’s game at 8 p.m.; and Saturday, Dec. 8 vs. Fredonia, Women’s game at 2 p.m. and Men’s game at 4 p.m.

All games are at the Jerry Welsh Gymnasium on the SUNY Potsdam campus. The winner of the residence halls’ “Battle of the Buildings” – the building that collects the most gifts – will be announced at the Men’s game on Friday, Dec. 7. The winning building will receive a free pizza party in January.

Chancellor’s Award for Student Excellence

The State University of New York is committed to achieving excellence throughout the University. In an effort to recognize and encourage excellence in student achievement, I am pleased to announce the 2013 Chancellor’s Award for Student Excellence.

The Chancellor’s Award for Student Excellence recognizes model students who have integrated academic excellence with other aspects of their lives, which may include leadership, athletics, community service, creative and performing arts, entrepreneurship, or career achievement. These students may have already received recognition from local, state, national or international organizations, and we would like you to include that information in the nomination process.

In order to be eligible, a student must graduate between June 2012 and May 2013. Each campus may nominate one candidate for each 1500 total AAFTE for the 12-13 year, with a minimum of two nominations and a maximum of fifteen nominations. That means that SUNY Potsdam can send three nominations to System Administration for review.

To nominate a student, nomination packets must be received in the Dean of Students Office no later than Wednesday, Dec. 12, 2012 by 2 p.m. Each nomination packet must include a letter of nomination, the nominee’s resume, and no more than two

additional letters of support. Incomplete packets or late materials will not be considered. Final selections of the nominees to be forwarded to SUNY will be made by a subcommittee of the Student Affairs Committee of the Faculty Senate.

Whine & Jeez

All faculty and staff are invited to come celebrate the holidays and the end of the semester at the December Happy Hour at Dexter's Café on Wednesday, Dec. 12 from 4 p.m. to 5:30 p.m. This festive event will feature exciting door prizes, hors d'oeuvres, a cash bar and music.

More info and a list of dates can be found at <http://www.potsdam.edu/faculty/whineandjeez.cfm>.

Chancellor's Award for Internationalization

The 2012 Call for Applications to the 2013-2014 Chancellor's Award for Internationalization (CAFI) is now open. The competition consists of four (4) grants of \$4,000 each for the development and implementation of an innovative study abroad project.

The CAFI Program was originally developed in 2003 by the Office of International Programs (OIP) in collaboration with the SUNY Council for International Education (SUNY/CIE) to encourage the development of new and different study abroad opportunities. Among the things SUNY can be very proud of is the large array of study abroad offerings available to any SUNY student through the SUNY/CIE study abroad network of programs, which includes at present about 600 programs in over 50 countries on all seven continents. The Chancellor's Award for Internationalization encourages program development in new areas and in less common destinations while utilizing the ample regional, cultural and linguistic expertise of SUNY faculty for the benefit of students throughout the SUNY System.

The deadline for submission is February 28, 2013. More information and the application packet is available at: <http://www.suny.edu/internationalprograms/cafi/index.cfm>

All interested faculty are encouraged to work closely with Krista LaVack, director of International Education & Programs regarding the application preparation and submission. Krista's e-mail is lavackkm@potsdam.edu.

State Employees Federated Appeal (SEFA) Update

The annual SEFA campaign will run this year from October 23 through December 21, 2012 for the calendar year 2013. As of November 13, 2012, 12 employees have contributed to the SEFA campaign, raising \$3,178. If you would like to contribute, please call Diane Brown at 267-2100. Your contributions have the potential to support numerous organizations in St. Lawrence County as well as national organizations.

Department Curriculum Development Award

The final Fall 2012 Title III Strengthening Institutions Grant application deadline for a Department Curriculum Development Award is Monday, Dec. 3. Department teams of three or four faculty who have a preliminary plan to revise existing courses and/or to design new courses that promote active research opportunities for undergraduate students are encouraged to apply. Interested teams should visit the Title III website at <http://www.potsdam.edu/faculty/research/titleiii> for additional information, including applications forms, or contact Gerald L. Ratliff, Title III project director, at x2107.

Walker Fellowship Program

The Provost's Office and Vice President for Academic Affairs at SUNY Potsdam is pleased to announce the continuation of the T. Urling and Mabel Walker Research Fellowship Program for 2013.

The purpose of this program is to encourage faculty from the region's 11 institutions of higher education (Adirondack Community College, Clarkson University, Clinton Community College, Jefferson Community College, SUNY College of Environmental Science and Forestry, North Country Community College, Paul Smith's College, St. Lawrence University, SUNY Canton, SUNY Plattsburgh and SUNY Potsdam) to undertake research on critical issues confronting North Country communities, and to make recommendation(s) for possible solutions. Full- or part-time teaching and non-teaching faculty from the 11 institutions are eligible to apply.

The program is designed to promote greater community-academic cooperation than has traditionally been the case in other research programs. Proposals that include a strong statement of support from a local individual/organization that clearly explains how the community will benefit from the project results will be given preference.

Funding for this program comes from the Campaign for the T. Urling and Mabel Walker Research Fellowship Program administered by the Provost's Office and Vice President for Academic Affairs. Two research projects of up to \$5,000 will be

awarded this year. The amount of the award for each project will be determined by the Walker Fellowship Steering Committee. In the past, funds have been used to pay a student assistant, support travel costs, purchase software, or other supplies. Only in limited cases have funds been used as a stipend for the researcher.

For further information and an application, please visit the website at the following link: <http://www.potsdam.edu/faculty/research/walkerfellowship.cfm> or call the Provost's Office at 315-267-2108.

Proposals are due January 16, 2013.

Donate to a Worthy Cause

Turn your online shopping and searching into donations for the Potsdam College Foundation, Inc. or other worthy causes.

iGive.com is totally free, plus you get access to free shipping deals and exclusive coupons, on top of the great deals you'll find every day through the network of 1,000 + stores, and maybe save on your taxes too.

Raise a penny per search at www.iGive.com. Try iGive's search engine and enjoy free, easy fundraising for a good cause. Join, shop & get a \$5 bonus donation.

If you would like to donate to the Potsdam College Foundation, go to www.iGive.com/PotsdamCollegeFoundationInc and get started today.

For further questions, contact Ellen Nesbitt at nesbitem@potsdam.edu.

Strengthening Institution Grant Application Deadline

The Title III final Fall 2012 Strengthening Institution Grant application deadline for "Transforming the Academy: Integrating Basic Undergraduate Research Principles in Learning Communities" is Monday, Dec. 3. Faculty who are teaching Spring 2013 or plan to teach Fall 2013 Learning Communities or Freshman Interest Groups are eligible to apply for stipends and instructional supplies. Interested participants should visit the Title III website at <http://www.potsdam.edu/faculty/research/titleiii> for additional information, including application forms, or contact Gerald L. Ratliff, Title III project director, at x2107.

Submission of Nominations for 2013 Chancellor's Awards for Excellence

Nomination packages are now being accepted for the 2012-2013 Chancellor's Awards for Excellence. Categories for Chancellor Awards include: Excellence in Faculty Service, Professional Service, Scholarship and Creative Activities, Teaching and Librarianship. The deadline for submission of nominations is December 14, 2012, close of business. Please visit <http://www.potsdam.edu/offices/hr/Chancellor-Awards.cfm> for more information.

2013 Summer Session Dates

The 2013 Summer Session dates will be as follows:

Session I	May 23 - June 27
(no class May 27 – Memorial Day)	
Session I-A	May 23 - June 10
(no class May 27 – Memorial Day)	
Session I-B	June 12 - June 27
No classes	June 28 - July 7
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@potsdam.edu, or Tom Fuhr at x3089 or e-mail fuhrtw@potsdam.edu.

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.

Employee Assistance Program

The SUNY Potsdam Employee Assistance Program (EAP) has two EAP Coordinators, Toby White, at x3434 and Ada Santaferri, 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

November

- 30 Repertory Percussion Ensemble @ Snell Theater, 3 p.m.
Woodwind Area Recital, C107, 3 p.m.
Student Choreographers Concert @ Dunn Theater, 7:30 p.m.

December

- 1 Student Choreographer's Concert @ Dunn Theater, 2 p.m.
Everything I Touch @ Dunn Theater, Dunn Hall, 7:30 p.m.
- 2 Candlelight Concert @ Hosmer Hall, 3 p.m. & 7:30 p.m.
Student Choreographer's Concert @ Dunn Theater, 3 p.m. & 7:30 p.m.
- 4 Men's Basketball vs. SLU, 4 p.m.
- 6 Informal Student Concert @ Dunn Theater, 7 p.m.
- 6 – 8 Almost Maine @ Blackbox Theater, 7:30 p.m.
- 7 Last Day of Classes
Women's Basketball vs. Buffalo State, 6 p.m.
Almost Maine @ Blackbox Theater, 7:30 p.m.
- 8 Hanukkah
Women's Basketball vs. Fredonia, 2 p.m.
Women's Hockey vs. St. Michaels @ Cheel Arena, 3 p.m.
Men's Basketball vs. Fredonia, 4 p.m.
- 10 Band Practicum Concert @ Hosmer Hall, 8 a.m.
- 11 Late Night Breakfast @ Lehman Dining, 10 p.m.
- 12 Whine & Jeez @ Dexter's Café, 4 p.m.
- 14 ONNY Holiday Concert @ Hosmer Hall, 7:30 p.m.
- 18 Final Grades Due

25 Christmas

31 New Years Eve

PACES

College Store

December 6, 2 p.m. – 6 p.m.

Palindrome sale, 26 percent off everything (usual exceptions apply)

December 7 – December 8, 9 a.m. – 4 p.m.

Sell your used books.

December 10 – December 14, 9 a.m. – 4 p.m.

Sell your used books.

Union Market

December 3

Bulk candy sale, 25 cents off ¼ lb., 50 cents off ½ lb. and \$1 off 1 lb.

Lehman

Holiday Luncheon

December 5, 11 a.m. – 2 p.m.

Ham

Scalloped Potatoes

Carrots

Broccoli

Roast Chicken

Baked Squash

Stuffed Cabbage

Assortment of pies

Decorate your own cookies

Festive Theme Dinner

December 5, 4:30 p.m. – 8 p.m.

Holiday lights and delights

Late Night Breakfast

December 11, 10 p.m. – 2 a.m.

PACES annual exam week late night breakfast is scheduled for Tuesday, Dec. 11.

This year the event will be held at two locations on the same night at the same time; Lehman Dining Center and Thatcher Hall.

We will be handing out approximately 900 survival bags to the students along with a full breakfast of eggs, sausage, bacon, homefries, pancakes or waffles, syrup, bagels, fruit, granola, pastries and beverages.

Minerva's

December 10 – December 13

Stress Buster – punch & cookies (while supplies last)

Semester Break Schedule

Lehman Dining Center

Closes Saturday, Dec. 15, 10 a.m.

Opens Saturday, Jan. 19, 10:30 a.m. brunch

Student Union Dining Court

Fifth World Grill

Closes Friday, Dec. 14, 7 p.m.

Opens Saturday, Jan. 19, 11 a.m.

Chips Old Time Deli

Closes Friday, Dec. 14, 7 p.m.

Opens Saturday, Jan. 19, 11 a.m.

Tomassito's/Firehouse Grill

Closes Thursday, Dec. 13, 1 a.m. (after late night)

Opens Sunday, Jan. 20, 4:30 p.m.

Saguaro Burrito

Closes Thursday, Dec. 13, 1 a.m. (after late night)

Opens Sunday, Jan. 20, 4:30 p.m.

Blue Plate Diner/Meds

Closes Friday, Dec. 14, 2:30 p.m.

Opens Monday, Jan. 21, 11 a.m.

Cookies, Cream & Co.

Closes Friday, Dec. 14, 5 p.m.

Opens Monday, Jan. 21, noon

Snack Bars & Cafés

Crane Snack Bar

Closes Friday, Dec. 14, 2 p.m.

Opens Monday, Jan. 21, 7:15 a.m.

Dexter's Café

Closes Friday, Dec. 7, 2 p.m.

Opens Monday, Jan. 21, 11 a.m.

Minerva's Café

Closes Thursday, Dec. 13, 9 p.m.

Opens Monday, Jan. 21, 7:45 a.m.

Becky's Place

Closes Friday, Dec. 21, 3 p.m.

Opens Thursday, Jan. 3, 7:30 a.m.

Tim Horton's

Closes Friday, Dec. 14, 3 p.m.

Opens Monday, Jan. 21, 7:15 a.m.

NACUFS Survey for Dining Services

George Arnold '92, Director of Dining Services would like you to take the following survey:

Over the past thirty years that I have worked at PACES Dining Services I have watched our organization change and grow more responsive to customer needs. The feedback that we receive from you is the single most important element in this process. Your comments, suggestions, complaints and praise are what we use to guide us.

We have incorporated many of your suggestions from various surveys into our program and are now ranked #1, because of your feedback. Thank you. Please participate now in this year's external survey process coordinated by the National Association of College and University Food Services (NACUFS). The information we gain will be invaluable as we plan for the future.

To complete the survey,

- log into <http://bearpaws.potsdam.edu>,
- click on the College Life and Auxiliary Services tab
- click on the Review Meal Plan and Bear Express Balance page
- copy your unique log in code from this page
- paste this code into the survey at <http://www.nacufscustomersurvey.com>

Please complete a survey for every dining area you use. As a thank you for taking the time to participate, you become eligible for any of these random prize drawings.

- Archos 70 Internet 8GB Tablet
- Multi Media Speaker System
- Bell & Howell Takel Digital Video Camera
- Tom Tom Portable GPS Touchscreen
- Vivitar 12.1MP Digital Camera
- iHOME iPod Speaker Cube

If you have never used BearPAWS, go to <http://www.potsdam.edu/cts/services/bearpaws> for more information.

You must be 18 years or older to participate in the survey. All survey responses are anonymous. Student responses are reported in aggregate. Names entered for the drawing are collected separately from the survey data, participation in this survey is voluntary. Your decision to participate will not affect your current or future relations with SUNY Potsdam.

If you decide to participate, you are free to not answer any question or to withdraw at any time without affecting those relationships. As the data is collected no identifiers, including name, address, or e-mail are attached to the data. No respondent of surveys will be personally identified as a respondent without permission. When a contest is offered as an incentive, the names are collected separately from the survey data, and winners are contacted individually.

FACULTY/STAFF/DEPARTMENT EXCELLENCE

Frank Revetta (geology) presented a poster at the 84th annual meeting of the Eastern Section of the Seismological Society of America at Virginia Polytechnic Institute and State University on October 29, 2012. The research was on the use of simple, inexpensive seismographs to study local and distant earthquakes.

VACANCIES

Executive Director of Budgets

The Campuses of SUNY Canton and SUNY Potsdam are accepting applications for one shared Executive Director of Budgets to administer the budget function that will support and enhance the academic purpose of both campuses. Under direction from the Vice President for Business Affairs and Administration, the Executive Director of Budgets will supervise the budget programs of both campuses.

He/she will translate academic programs into financial dimensions by preparing campus budgets; work with Deans and Directors to develop and apply standards of measurement; prepare all budget justifications and submittals, maintain controls in the administration of approved budgets and reviews and submit requests for changes; and supervise the preparation of budget and fiscal statistical data.

Required: Bachelor's degree in Business Administration, Accounting, Higher Education Administration or related field with two years experience managing a large and complex budget. Preferred: Master's degree in appropriate field. Five years experience in managing a large and complex budget in a higher education setting.

Interested candidates may apply on-line at <https://employment.potsdam.edu>, job posting No. 0600403. Position is open until filled.

Full-Time Lecturer or Instructor for Theatre and Dance

The Theatre and Dance Department invites applications for a full-time Lecturer or Instructor, or full time tenure track Assistant Professor to begin fall 2013.

Responsibilities include teaching all levels of contemporary/modern dance, African-based forms, composition, improvisation, and beginning and intermediate levels of ballet. Additional desirable areas of knowledge include Bartenieff Fundamentals, somatic practices, dance kinesiology, world dance forms, hip-hop, tap dance and musical theatre dance. The successful candidate will be committed to the collaborative process through teaching, creative endeavors, and departmental functions, as well as contributions to curriculum development in Dance and Theatre.

Additional responsibilities include: Producing and mentoring student concerts, academic and artistic advising, conducting and publishing research and artistic endeavors (including choreography), participating in department and college-wide service activities, and attending the American College Dance Festival.

In 2014 the department will move to a new Performing Arts Building with state-of-the-art studios and classrooms, fully equipped design labs and construction shops, and three distinct performance venues.

Preferred requirements: MFA in Dance, and minimum 3 years previous teaching experience in higher education. Preference given to candidates who are committed to and have experience in interdisciplinary learning and application of new technologies in teaching and scholarship. The ideal candidate will demonstrate an energetic and dynamic commitment to collaborative learning and teaching strategies in a student-focused, undergraduate liberal arts department. Final candidates will be asked for three current letters of recommendation, and be expected to present choreographic and written work through video and other portfolio media. Interested candidates need to apply on-line at <https://employment.potsdam.edu>, job posting No. 0600400. Position is open until filled.

Send a letter of application, current CV, list of references, and statement of teaching philosophy to: Robin Collen, Search Committee Chair, Dept. of Theatre and Dance, SUNY Potsdam, Potsdam, NY 13676. The review of applications will begin immediately and continue until the position is filled. SUNY Potsdam is an affirmative action, equal opportunity employer

committed to excellence through diversity. Women and minorities are strongly urged to apply. Questions regarding this position may be directed to Dr. Robin Collen, at 315/267-2234, collenrl@potsgdam.edu, or to Dr. Jay Pecora, Chair, Department of Theatre and Dance, at 315/267-2547, pecorajw@potsgdam.edu.

Director of General Education

Provost Margaret Madden is pleased to invite applications for the position of Director of General Education. Any full-time faculty member is eligible to apply.

After a second 3-year term, current director Dr. Caroline Downing has chosen not to continue for a third term. Dr. Downing has done a superb job of leading General Education over the past five years, including developing improved assessment procedures and leading the General Education working group for Middle States.

In addition to chairing the General Education Committee, the Director is responsible for all aspects of the program, including faculty development for general education, advising students regarding general education matters, evaluating requests for substitutions or special circumstances relating to the Gen Ed program, and presentations to students during summer orientation. The Director serves as a resource person to SUNY Potsdam's Faculty Senate Executive Committee, and as the liaison to the SUNY System Administration offices and committees that oversee System general education requirements. The Director represents and advocates for General Education to campus and external constituencies, and works both locally and with Albany on assessment.

The Director will have half-time reassignment from current responsibilities to direct the General Education Program. As the position includes some summer responsibilities, such as presenting at orientation sessions, the director is also given a stipend equivalent to teaching a three-credit course. The initial appointment is for a three-year term, renewable by mutual agreement. The starting date is negotiable; Dr. Downing has agreed to continue performing director's duties for all or part of the summer of 2013 if needed.

To apply, visit employment.potsgdam.edu/applicants/Central?quickFind=51340. Along with a current CV, submit a letter of interest describing the direction in which you would develop general education, the role that a Director of General Education would play in implementing that direction, and your experience with the College's General Education Program. Also, please provide a statement indicating that your department chair is aware of your application for this position.

Review of applications will begin on January 10, 2012 and continue until the position is filled. The General Education Committee will review applications and forward a recommendation to Provost Madden for final selection. If you would like to discuss the position in more detail please feel free to contact Dr. Caroline Downing or Provost Madden.

Assistant Professor of Communications

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.potsgdam.edu>, job posting no. 0600324. Application review begins January 21 and continues until position is filled.

Adjunct Instructor for Sociology

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.potsgdam.edu, job-posting number 0600379. Position is open until filled.

Assistant Professor for Politics

The Department of Politics invites applications for a tenure-track Assistant Professor of public law beginning fall 2013. Applicants must be prepared to teach Introduction to U.S. Politics and a variety of public law courses including Judicial Process,

Constitutional Law, and Civil Liberties. Additional responsibilities include contributing to the Department's undergraduate research initiatives, serving as the Department's pre-law advisor, and teaching pre-law electives suitable for criminal justice students.

Ph.D. in Political Science by August 2013 is required. Ability to teach political theory is a plus. Applications will only be accepted online at <https://employment.potsdam.edu>, job posting No. 0600397. Application review begins January 15, 2013 and continues until the position is filled.

Keyboard Specialist 1

ID. NO. 0600370

Salary Grade 6

Permanent Part Time (20 percent)

Salary: \$5548

Keyboard Specialists 1 are entry-level positions in the Keyboard Specialist Series and are located throughout State service. Incumbents' format and type correspondence, reports, forms, charts, and other material to produce a final copy that is accurate and grammatically correct. This work is carried out under varying conditions of direction and availability of guidelines and by the skilled use of various kinds of equipment, such as microcomputers with a variety of software packages, other automated systems and equipment and typewriters.

This is a competitive class position. To be eligible for appointment, applicants must be reachable from the appropriate civil service list or be eligible for transfer to the title.

Location: Watkins Student Health Services Clinic

Supervisor: Robert Moose, MD

Shift: Saturday and Sunday, noon to 4 p.m.

Persons who are interested and who qualify for this position may apply online at <https://employment@potsdam.edu>.

Assistant Professor of Voice

The Crane School of Music invites applications for a full-time, tenure track Assistant Professor of voice.

Responsibilities include teaching applied voice to music majors, hold weekly studio performance class, and possibly teach other courses that may include diction, vocal pedagogy, vocal repertoire, and voice classes for non-majors. Actively work within a dynamic vocal area to recruit and retain high-quality voice students, and develop and maintain a national and international profile as an artist/performer and teacher.

Mezzo or baritone preferred, but all qualified applicants will be considered. Master's degree with demonstrated success as a studio voice teacher and significant performing experience is required, doctorate degree preferred.

The position is open until filled. To apply, complete the on-line application at <https://employment.potsdam.edu> job posting No. 0600398.

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, 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.

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.

The research proposal "Male Sexual Health" submitted by Dr. Anthony Betrus, Rashaun Durden and Stevie Burley, Department of Computer Science, Organizational Leadership and Technology, 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 November 21, 2012.

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.

The next IACUC meeting will be held on Thursday Dec. 6, 2012 at 1 p.m. in room 217 of Dunn Hall.

An electronic copy of the application must be submitted to the chair, Jan Trybula at trybulj@potdam.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@potdam.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.potdam.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: 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: 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: 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: 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: 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.