# The Reporter Potsdam the State University of New York



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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@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:

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

# State Employees Federated Appeal (SEFA) Update

The annual SEFA campaign started on October 23 and will continue through December 21, 2012 for the calendar year 2013. As of December 4, 2012, 21 employees have contributed to the SEFA campaign, raising \$6,524.

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.

Thank you to everyone who has contributed to this very important campaign.

# Travel Mileage Rate Change

Effective January 1, 2013 the standard mileage rate for personal vehicles is .565 cents per mile.

# Message from Human Resources

W-2s (Wage and Tax Statement for 2012) will automatically be mailed from Albany to employee home addresses prior to February 1, 2013. Please take a moment to review your paycheck/direct deposit stub to ensure that your home address is correct. You may submit an address change via the Change of Address form or by calling Human Resources at x2094 and requesting a change of address form.

# 2013 NYS Health Insurance Program (NYSHIP) Rates

Effective with the January 2, 2013 paycheck

NYS Empire Plan (001)	Family Coverage	Individual Coverage
CSEA, PEF, APSU – SG 09 & below	\$140.67	\$33.67
M/C, CSEA, PEF, APSU – SG 10 & above	\$167.75	\$44.89
UUP	\$128.96	\$28.47

Option Transfer Period for 2013 — November 30 - December 31, 2012

During the annual Option Transfer Period, health insurance options may be changed for any reason. This means you can change from the Empire Plan to an HMO or HMO to Empire Plan. You may also cancel your coverage altogether or drop from family to individual. You may not go from individual to family unless you have special circumstances.

# 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.

## **SUNY Potsdam in the News**

The following are selected headlines from local newspapers featuring SUNY Potsdam and its people.

Thursday, Nov. 15:

National Public Radio State Impact:

"An easier way to compare college financial aid awards"

Daily Courier-Observer:

"Kickin' it"

Watertown Daily Times:

"Canton awaits OK to replace president"

Ogdensburg Journal:

"SUNY Canton president search waits on Albany"

"SUNY Canton shift raises questions"

Syracuse Post Standard:

"'Harpa Galora' brings together 48 harpists for concert"

Friday, Nov. 16:

Daily Courier-Observer:

"Crane Wind Ensemble visits 'Musical landscapes'"

"Hear community chorus"

North Country Now:

"Bears basketball expands community outreach"

WWNY TV:

"Concerts this weekend"

Saturday, Nov. 17:

Ogdensburg Journal:

"All-State Band concert today"

Daily Courier-Observer:

"SUNY Potsdam altering health insurance offer"

"Top HS musicians merge for festival"

"SUNY Potsdam adopting stronger code language"

"Students flock to Crane for area all-state concert"

Watertown Daily Times:

"Students to show talents at Crane"

"SUNY Potsdam adopts stronger language in conduct code"

Sunday, Nov. 18:

Watertown Daily Times:

"SUNY Potsdam shifting health insurance policy"

Sunday Advance News:

"Crane Wind Ensemble to perform"

"AIDS Day event at SUNY Potsdam"

North Country Now:

"Crane Wind Ensemble to hold final fall concert in Potsdam"

Monday, Nov. 19:

Adirondack Daily Enterprise:

"Trail maintenance"

Watertown Daily Times:

"HIV survivor Doug Weiss to speak Nov. 29 at SUNY Potsdam"

"30 years with HIV"

Wednesday, Nov. 21:

North Country This Week:

"Quidditch for cancer"

"SUNY Potsdam basketball raising funds for needy"

Stars and Stripes:

"Veterans sought for benefit program"

Daily Courier-Observer:

"Martin, former North Country congressman, dies at 68"

Friday, Nov. 23:

Daily Courier-Observer:

"SUNY model reviews mixed"

"Crane Candlelight Concerts airing on WPBS"

"North Country SUNY campuses diverge on budget model response"

Watertown Daily Times:

"NNY mourns former congressman"

"On North Country campuses"

Sunday, Nov. 25:

Associated Press:

"Embattled Western Pennsylvania sect moving to Upstate NY"

The National:

"Military campaign in Northern Mali leads through Algeria"

Sunday Advance News:

"SUNÝ chair cries foul"

"Crane concert in Potsdam to air"

"Pa. Amish head to the North Country"

Daily Courier-Observer:

"Artists will host double open house in Morristown"

Watertown Daily Times:

"Red Cross and NNY residents helping victims of Sandy"

Monday, Nov. 26:

Watertown Daily Times:

"SUNY outlook has Potsdam relieved, Canton wary"

"Council chairman at Canton complains about joint CFO"

Tuesday, Nov. 27:

Watertown Daily Times:

"ONNY brunch set Dec. 9"

North Country Now:

"SUNY Canton and SUNY Potsdam move toward greater shared services with recent interlibrary loan hire"

"Volunteers maintain trails at Stone Valley"

#### Wednesday, Nov. 28:

Watertown Daily Times:

"SUNY Potsdam's president resigns; concerns raised about future"

"President resigns at SUNY Potsdam"

## North Country Public Radio:

"Schwaller resigns SUNY Potsdam presidency"

#### Daily Courier-Observer:

"Schwaller's resignation surprises"

"World AIDS Day to be observed"

#### Ogdensburg Journal:

"SUNY Potsdam pres. resigns"

#### YNN TV:

"SUNY Potsdam president stepping down"

#### WWNY TV:

"SUNY Potsdam's Schwaller stepping down as president"

"Feedback: SUNY Potsdam's president stepping down"

## North Country Now:

"SUNY Potsdam president to step down in July, says it's time for new leadership"

WPDM Radio:

"SUNY Potsdam President Schwaller resigns"

#### Thursday, Nov. 29:

Watertown Daily Times:

"SUNY Central to discuss vacancies"

"Editorial: Right time—SUNY vacancies create an opening for shared presidency"

"Holiday concert Sunday on stage at Hosmer Hall"

#### WWNY TV:

"Ritchie has new concerns about shared SUNY presidency"

#### North Country Now:

"SUNY Potsdam's Schwaller draws praise after surprise resignation announcement"

#### YNN TV:

"Questions remain over resignation of SUNY Potsdam president"

## Ogdensburg Journal:

"Candlelight Concert set"

## Daily Courier-Observer:

"Schwaller departure raises fears of shared presidency"

"Bogardus chosen to offer interlibrary loan support"

#### Friday, Nov. 30:

NNY Business:

"Growing entrepreneurs"

"St. Lawrence County Chamber of Commerce Annual Dinner at SUNY Potsdam"

## Daily Courier-Observer:

"Enjoy Crane Candlelight Concerts live and on TV"

#### Watertown Daily Times:

"On North Country campuses"

"SUNY Canton, Potsdam hire joint library staffer"

## Ogdensburg Journal:

"County SUNYs fear shared presidency plan"

"Trustees to discuss Schwaller resignation; shared presidency concerns renewed"

#### North Country Now:

"Assemblywoman Addie Russell says no decision has been made about joint presidency at Potsdam and Canton"

#### Saturday, Dec. 1:

Daily Courier-Observer:

"SUNY funding in decline?"

#### Ogdensburg Journal:

"SUNY Potsdam faces state funding cut"

#### Sunday, Dec. 2:

Sunday Advance News:

"SUNY Potsdam helps conjure cure"

"Game faces"

"Hoop magic"

"Bogardus heads interlibrary loans"

"Watch Crane concerts this month on WPBS"

#### Watertown Daily Times:

"Budget may hurt SUNY Potsdam"

"Quidditch for cancer"

"Students engage in bit of wizardry"

#### North Country Now:

"Canton officials will address SUNY Board of Trustees on the future of SUNY Canton's presidency"

## Tuesday, Dec. 4:

Watertown Daily Times:

"SUNY Potsdam President Schwaller says resignation decision was his own"

"Official wasn't asked to resign"

"WPBS carrying Crane concerts"

#### Daily Courier-Observer:

"Schwaller departing on own terms"

#### WWNY TV:

"Button: SUNY Canton needs a president"

#### North Country Public Radio:

"Canton town leaders to speak with SUNY trustees"

## North Country Now:

"Town, village officials travel to Albany to address SUNY Board of Trustees on future of SUNY Canton presidency"

## Wednesday, Dec. 5:

Watertown Daily Times:

"Canton group takes SUNY concerns to Albany"

## North Country Public Radio:

"Canton town leaders to say no to SUNY consolidation at trustee meeting"

#### North Country This Week:

"SUNY Potsdam's president stepping down: Shared president to come?"

"National String Project seeks community help"

# Online Weight Loss/Physical Activity Program

It's that time of year again. After a month of holiday celebrations, January hits like a ton of bricks (or cookies). The SUNY Potsdam Wellness Committee would like you to join the SUNY Potsdam Heath Club, an online weight loss/physical activity program starting on January 7.

This 12-week program will be just the thing to help you make and keep those New Year's resolutions by providing structure, resources and motivation along the way. Best of all it's completely online. You can do this from your home. Interested? Contact us by e-mail at healthclub@potsdam.edu or by phone at 315-267-3351. Together we can move mountains.

## 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 close of business. 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.

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

Proposals are due January 16, 2013.

## 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 <a href="http://www.potsdam.edu/offices/hr/Chancellor-Awards.cfm">http://www.potsdam.edu/offices/hr/Chancellor-Awards.cfm</a> 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 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**

#### December

- 7 Last Day of Classes Women's Basketball vs. Buffalo State, 6 p.m. Almost Maine @ Blackbox Theater, 7:30 p.m.
- 8 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.
- 9 First day of Hanukkah
- 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.
- ONNY Holiday Concert @ Hosmer Hall, 7:30 p.m.
- 16 Last day of Hanukkah
- 18 Final Grades Due
- 25 Christmas
- 31 New Years Eve

## **PACES**

## **College Store**

December 10 – December 14, 9 a.m. – 4 p.m. Sell your used books.

## 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 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 Digitial 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

*Robin Collen* (theatre and dance) staged her dance "Three-Sectional Sofa Suite" (music by Antonio Vivaldi) on Beyond Boundaries Dance Collective. The dance will be performed at Mesa State University in Grand Junction, Colorado on December 7 and December 8.

Donald George, tenor (crane) and pianist Lucy Mauro of West Virginia University, both members of the National Academy of Recording Arts and Sciences, recently voted in the 55th Annual Grammy Awards. George's new CD, New Love Must Rise: Songs of Margaret Ruthven Lang, Volume II, is nominated in the Best Classical Vocal Solo category. "We are excited to be in the first round of Grammy nominations again this year, and it is also an honor to be part of this recording organization as it is an honor to be a voting member in the Academy. In addition, we are very pleased that Delos Recordings found our work to be of the standard suitable for consideration in the 55th Grammy Awards", Finalists for the Grammys were announced on December 5."

*Maria Hepel* (chemistry) served as the editor of the American Chemical Society Symposium Series volumes 1112-1113, entitled "Functional Nanoparticles for Bioanalysis, Nanomedicine and Bioelectronic Devices", Vol. I and Vol. II. This collection consists of 28 chapters reporting current progress in the development of nanoscience and applications of nanotechnology in biomedical devices and theranostics, written by prominent scientists from USA and all over the world. Hepel and her students contributed two Chapters, "Functional Gold Nanoparticles for Biointerfaces", pp. 147-176, and "Assembly of Gold Nanoparticles Induced by Metal Ions", pp. 207-240. Three undergraduate students, Dustin Blake, Matthew McCabe and Kaitlin Coopersmith, co-authored the last Chapter. The research presented in this chapter was the result of research activities related to Title III grant. The books are published by the Oxford University Press and the electronic edition is available now; printed version will appear in March 2013.

*David S. Kistler* (business administration) attended a two-day Individual Federal Taxation conference in Syracuse, New York in November. A number of specific topics were covered, including but not limited to depreciation, AMT, and some of the various effects of the new so called "ObamaCare Act."

# **EMPLOYMENT NEWS**

Please welcome Jennifer Urias to Student Health as a Licensed Practical Nurse beginning December 1, 2012.

## **VACANCIES**

# **Assistant Professor in Theory & Electronic Music Composition**

The Crane School of Music invites applications for a full-time tenure-track Assistant Professor in Theory and Electronic Music Composition beginning fall 2013. Successful candidate will teach electronic composition, oversee and upgrade the electronic music studio, and teach sections of the core undergraduate theory and aural skills sequence.

Additional college service, including academic advising and participation in the audition process, is required. Completed doctoral degree in composition or composition/theory; evidence of creative and/or scholarly productivity; sufficient keyboard skills for successful teaching; and strong background in electronic music composition, including ability to take responsibility for upgrading and maintaining the Crane Electronic Music Studio, is required.

Preferred qualifications: Demonstrated success teaching theory and aural skills at the undergraduate level, and additional areas of expertise, such as film/video scoring, multi-media/new media, or interdisciplinary collaboration are welcomed. Evidence of significant creative and/or scholarly activity is required, but please do not send scores/recordings at this time.

To apply, visit https://employment.potsdam.edu, job posting No. 0600399. Application review begins January 7, 2013 and continues until the position is filled.

## **Assistant Professor in General Music Education**

The Crane School of Music seeks applications for a tenure-track Assistant Professor in General Music Education beginning fall 2013. With a dynamic and innovative faculty, the appointee will teach undergraduate courses in general and early childhood music education; additional duties according to the candidate's areas of strength and expertise.

ABD candidates will be considered, but a completed doctorate is required for tenure; successful candidates will have demonstrated experience in public school teaching and/or higher education, preferably both. To apply, visit https://employment.potsdam.edu, job posting No. 0600409. Upload letter of interest, CV, statement of teaching philosophy, and three confidential references. Additional materials may be requested at a later date. Review of materials will begin January 21, 2013 and continue until the position is filled.

## Clerk 2

ID: NO: 0600402 Salary Grade 9 Contingent Permanent Full Time Salary: \$32,653

Clerks 2 perform complicated clerical processing and records maintenance activities in support of a technical, administrative or management operation. Processes, places, receives and reconciles all book orders for the College Libraries, working with multiple vendors, budgets and stakeholders to ensure that all ordering is done in an efficient and timely manner.

Location: College Libraries Supervisor: Jenica Rogers

Shift: Monday – Friday, days

Persons who are interested and who qualify for this position may apply online at https://employment@potsdam.edu by December 14, 2012 close of business.

## Reference Graduate Assistant/Librarian

College Libraries are seeking a Reference Graduate Assistant/Librarian for part-time employment. Completed coursework in reference, research skills, or related material or a MLS from an ALA-accredited Library Science graduate program is required.

This graduate assistant/librarian will work 10 to 15 hours per week, for 16 weeks of each academic semester, at an hourly rate of \$25. Scheduled hours may include weekend and evening hours, no later than 8 p.m. Interested candidates should apply on-line at <a href="https://employment.potsdam.edu">https://employment.potsdam.edu</a>, job posting No. 0600408. Applicants must upload a resume, cover letter and contact information for three professional or academic references. Review of applications begins December 15 and continues until position is filled.

## **Residence Hall Director**

Residence Life has an opening for full-time, 10-month, live-in Residence Hall Director position available January 7, 2013. Responsibilities include, but are not limited to direct responsibility for a residential area housing approximately 230 residents, supervising student staff of 16 (Resident Assistants/Academic Peer Mentors), student discipline, facility maintenance, conflict resolution, crisis intervention, administrative and operational functions, programming and community building, committee work, and participation in departmental planning and decision making. Residence Hall Director participates in professional staff on-call rotation.

Required qualifications: Bachelor's degree and some experience in a student leadership role. Master's degree preferred and previous residence life experience is strongly preferred. Additional consideration given to candidates with experience and interest in working with the first year student population. Other essential qualities include excellent administrative, communication, leadership, decision-making skills and ability to work autonomously in a team atmosphere.

Position includes potential opportunities for significant involvement in Department's staff selection, training and development, and programming depending on interest and experience. Interested candidates should apply on-line at <a href="https://employment.potsdam.edu">https://employment.potsdam.edu</a>, job posting No. 0600404, upload cover letter, current resume, and names/phone numbers of at least 3 professional references. This SUNY SL-1 position comes with a competitive SUNY benefits package and includes an on campus furnished apartment and college meal plan.

# **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 will be 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@potsdam.edu, or to Dr. Jay Pecora, Chair, Department of Theatre and Dance, at 315/267-2547, pecorajw@potsdam.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.potsdam.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.

## 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	Time	Room	Deadline	Proposal
Date				Due Date
Monday,	4 p.m.	Satterlee	5 p.m.	Friday,
Dec. 10	_	117	-	Nov. 30

Winter/Spring 2013 Meeting Schedule

Winter/Spring 2015 Wiceting Schedule							
Meeting	Time	Room	Deadline	Proposal			
Date				Due Date			
Monday,	3:30 p.m.	Satterlee	5 p.m.	Friday,			
Jan. 28	_	117		Jan. 18			
Monday,	3:30 p.m.	Satterlee	5 p.m.	Friday,			
Feb. 25	_	117		Feb. 15			
Monday,	3:30 p.m.	Satterlee	5 p.m.	Friday,			
March 18	_	117		March 8			
Monday,	3:30 p.m.	Satterlee	5 p.m.	Friday,			
April 22	_	117		April 12			
Monday,	3:30 p.m.	Satterlee	5 p.m.	Friday,			
May 13		117		May 3			

Application materials, sample consent/assent forms and instructions on how to apply are available online at <a href="https://www.potsdam.edu/rspo">www.potsdam.edu/rspo</a> 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 <a href="mailto:lamaykm@potsdam.edu">lamaykm@potsdam.edu</a>.

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

The research proposal "St. Lawrence County Community Food Security Study" submitted by Dr. Heather Sullivan-Catlin, William Cockayne, Lilian Gotlieb, Samantha Michaels, Adriane Prindle and Spencer Tassone, Department of Sociology 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 26, 2012.

The research proposal "Contemporary School Band Practices" submitted by Dr. Caron Collins, Department of Music Education has been reviewed by the Institutional Review Board. It has been determined that the use of human subjects in that research meets the criteria of exempt research on November 30, 2012. This exemption is applicable for a period of one year.

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 <a href="mailto:mccartma@potsdam.edu">mccartma@potsdam.edu</a>.

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: 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: 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: 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: 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.