

# 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 [kellykm@potdam.edu](mailto:kellykm@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](mailto:browndr):

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

### Important Message from Computing & Technology Services

Most areas within CTS will be closed during the holiday season, beginning on Friday, Dec. 21, at the close of the business day through January 1, 2013. Offices will re-open January 2, 2013 at 8 a.m.

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

Administration & Operations, Stillman Hall will be closed on Monday, Dec. 24, Tuesday, Dec. 25 and Tuesday, Jan. 1, 2013.

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

### State Employees Federated Appeal (SEFA)

The annual SEFA campaign has run this year from October 23 and will conclude on December 21, 2012 for the calendar year 2013. As of December 11, 2012, 29 employees have contributed to the SEFA campaign, raising \$9,704. If you would like to contribute, please call Diane Brown at x2100 for the forms or online at <https://online.ogs.ny.gov/sefa/>.

Your contributions have the potential to support numerous organizations in St. Lawrence County such as the Potsdam Humane Society, Hospice of St. Lawrence Valley, Girl Scouts and Boy Scouts, United Way of Northern New York, American Red Cross, and for the first time this year, GardenShare. Deducting \$1 from your paycheck will help so many people in need. Please consider this very important campaign.

Thank you to everyone who has contributed or is thinking of contributing. All forms need to be returned to Diane by 4 p.m. on December 21, 2012.

### 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.

## SUNY Potsdam in the News

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

### Thursday, Dec. 6:

NY1 TV:

“One on 1: Renée Fleming ascends career in opera”

Ogdensburg Journal:

“Officials: SUNY Canton should pick leader”

Daily Courier-Observer:

“Curtain opens tonight on ‘Almost, Maine’ at SUNY Potsdam”

North Country Now:

“SUNY Potsdam and SUNY Canton find new ways to share services”

### Friday, Dec. 7:

Syracuse.com:

“Author T.C. Boyle says life is good, career has been lucky, before Syracuse lecture Monday”

New York Post:

“Bah humbug! Upstate Salvation Army trumpeter muted by Walmart”

WWNY TV:

“Feedback: Walmart bans volunteer from playing trumpet”

Daily Courier-Observer:

“Cariani’s first play ‘Almost, Maine’ staged in Potsdam”

Watertown Daily Times:

“On North Country campuses”

North Country Now:

“Canton officials say SUNY trustees made no promises on Canton and Potsdam colleges’ presidencies during Albany trip”

### Saturday, Dec. 8:

Watertown Daily Times:

“SUNY Potsdam, Clarkson presidents support hotel, housing project”

"College heads back Lehman Park project"  
"Join in the 'Holiday Celebrations'"  
"Bell-ringer's music silenced"  
"Orchestra of Northern New York celebrates the holidays with scores of students"

Daily Courier-Observer:

"Lehman Park plans praised"  
"SUNY Potsdam, Clarkson presidents support hotel, residential project"  
"Work remains before seeking new presidents"  
"New SUNY budget model awaits Board of Trustees vote"  
"Walmart mutes trumpet player too"  
"SOAR recognizes Niles for his contributions"  
"Piano player"  
"ONNY show set"

Sunday, Dec. 9:

Watertown Daily Times:

"SUNY Canton, Potsdam have not met benchmarks, says Vice Chancellor"  
"Colleges told to economize more"  
"SUNY budget change could have dire impact on Potsdam"  
"Budget change would be big hit"  
"Potsdam Christmas concert is bold as brass"

Sunday Advance News:

"Tubachristmas deepens holiday spirit"  
"SUNY Potsdam may lose funds"  
"Orchestra of NNY presents cheer"  
"Terry Niles receives this year's SOARing Educator Award"

Tuesday, Dec. 11:

Daily Courier-Observer:

"Museum for kids forming"  
"North Country Children's Museum plans move forward with \$100,000 donation"

North Country Now:

"Potsdam businessman confident he can find financing for \$6 million Lehman Park hotel, restaurant"

WWNY TV:

"SUNY campuses already doing their share to save money, Ritchie says"

Wednesday, Dec. 12:

North Country This Week:

"For Salvation Army: Walmart stops professor from playing"  
"Financing for 2<sup>nd</sup> hotel proposal in SUNY Potsdam park 'lining up nicely'"  
"Canton officials try again to make the case for two presidents at two colleges"  
"ONNY hosts holiday concert at SUNY Potsdam"

## **2013 Orientation Dates**

Monday, June 24

Tuesday, June 25

Thursday, June 27

Friday, June 28

Monday, July 1

Tuesday, July 2

Monday, July 8

Tuesday, July 9

Tuesday, July 16 - Friday, July 19

For questions contact the Assistant Director of Office of Student and Family Transitions, Corinn Schwabrow at x2450 or by e-mail at schwabck@potsdam.edu.

## 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 Health 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](mailto:healthclub@potsdam.edu) or by phone at 315-267-3351. Together we can move mountains.

## 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](mailto: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 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.

## 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@potsgdam.edu](mailto:logankm@potsgdam.edu), or Tom Fuhr at x3089 or e-mail [fuhrtw@potsgdam.edu](mailto:fuhrtw@potsgdam.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 Santaferria, at x2229. Both are available to discuss personal concerns and make appropriate referrals. You may contact Toby or Ada at the numbers listed above, or you may call the Statewide EAP in Albany at 1-800-822-0244. EAP is a confidential referral service available to all campus employees, retirees and their families.

## **CALENDAR**

### **December**

- 14 ONNY Holiday Concert @ Hosmer Hall, 7:30 p.m.
- 18 Final Grades Due
- 25 Christmas
- 31 New Years Eve

## **PACES**

### **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.

## **EMPLOYMENT NEWS**

Please welcome Amanda Carr to Student Health as a Keyboard Specialist 1 starting December 8, 2012.

## **VACANCIES**

### **Director of College Store and Union Market**

Potsdam Auxiliary and College Educational Services, Inc. (PACES) is a not-for-profit corporation operating under contract with SUNY Potsdam. PACES is currently accepting applications for a Director of the College Store and Union Market.

Responsibilities include: day-to-day operations, planning, keeping up with technology, budgets, paying invoices, creating and maintaining policy and staffing, and other duties as assigned.

Required qualifications: College degree and five years of general management experience in a college store environment. Experience should include: general knowledge of accepted business and retailing practices, ability to plan, organize and direct workflow of college bookstore, publisher practices and related policies, familiarity with generally accepted accounting principles, experience in marketing/public relations, knowledge of MBS Systems would be a plus. Ability to work and communicate effectively with members of the campus community, strong organizational skills, ability to multitask, have a positive attitude, and work under pressure. Excellent fringe benefit package.

Salary is negotiable and reports to Executive Director. Interested candidates should send resume and letter of interest to Ms. Gloria Arno, PACES, 44 Pierrepont Avenue, Potsdam, NY 13676. PACES is an Affirmative Action/Equal Opportunity Employer. Position is open until filled.

### **Assistant Professor in Keyboard at Crane School of Music**

The Crane School of Music invites applications for a full-time tenure-track Assistant Professor in Keyboard beginning fall 2013.

Responsibilities: Teach functional keyboard skills in group classes to music majors, with additional contributions in a secondary area; strong preference for candidates with experience in jazz piano enabling successful candidate to provide jazz piano/rhythm section coaching and/or other courses in support of the jazz program.

Master's degree and demonstrated success as a group keyboard teacher required, doctorate preferred. Material review begins January 15, 2013 and continues until the position is filled. To apply, visit <https://employment.potsdam.edu>, job posting No. 0600410.

### **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 <https://employment.potsdam.edu>, 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 <https://employment.potsdam.edu>, 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.

## 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:

### Winter/Spring 2013 Meeting Schedule

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

Application materials, sample consent/assent forms and instructions on how to apply are available online at [www.potsdam.edu/rspo](http://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](mailto:lamaykm@potsdam.edu).

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

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

An electronic copy of the application must be submitted to the chair, Jan Trybula at [trybulj@potsdam.edu](mailto: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](mailto:trybulj@potsdam.edu).

## Title III Undergraduate Research Programs for 2011-2012

SUNY Potsdam is the recipient of a 5-year, \$1.6 million dollar Title III Strengthening Institutions Grant Award from the U.S. Department of Education to promote undergraduate research across-the-curriculum and to foster an institutional culture of

inquiry-based student learning. The internal grant programs for eligible tenured and tenure-track faculty focus on integrating undergraduate research principles and practices in curriculum design, cultivating professional development skills and promoting conference travel to share best practices.

For additional information, please contact Gerald L. Ratliff, Title III project director at [ratlifgl@potdam.edu](mailto:ratlifgl@potdam.edu) or Julie Ellingsen, Title III administrative assistant, at [ellingmj@potdam.edu](mailto: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: 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.