

# 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@potsdam.edu](mailto: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

The next series of open office hours for members of the campus community to meet with President Schwaller have been scheduled for the spring 2013 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):

Tuesday, March 26 from 1 p.m. to 2 p.m.

Monday, April 1 from 11 a.m. to noon

Thursday, April 11 from 10 a.m. to 11 a.m.

Wednesday, April 24 from 3 p.m. to 4 p.m.

### Care Enough to Call

The College Counseling Center and University Police have seen an increasing number of students presenting with concerning behaviors than in previous semesters. These behaviors include: missing classes for several days, appearance of inebriation, odd questions from the student, sudden poor hygiene, the inability to speak in full sentences or the inability to answer basic questions coherently.

These could be signs of a mental health crisis or a severe medical condition.

We encourage all faculty and staff to let someone know if you observe strange presentation from a student.

If you are worried about a student after they leave your office or you find yourself still thinking about them later that evening, please call so that we can reach out to the student. We encourage you to use the Care-Enough-to-Call guidelines to help you determine which office best fits your needs. <http://www.potsdam.edu/studentlife/safety/upload/Care-Enough-to-Call.pdf>

College Counseling Center  
Van Housen Hall  
8:30 a.m. - 4:30 p.m.  
315-267-2330

University Police  
Van Housen Extension  
Open 24 hours  
315-267-2222

Dean of Students  
Barrington Union  
8:30 a.m. - 4:30 p.m.  
315-267-2117

### Department Name Change

The Special Education Department within the School of Education & Professional Studies has changed the department name to, "Department of Inclusive and Special Education."

## One Week into Team Challenge 2013

By now, every employee on campus should have received a letter about Team Challenge. It is full of information and excitement, as we have a fun competition to benefit our SUNY Potsdam students and campus.

Giving Fact # 2: You can make a one-time gift online, at <https://secure.potsdam.edu/giving>. Designate your gift to anywhere in the College.

The burning question remains ... will your Team have bragging rights as winners of the Team Challenge? Two ways to win: by having the highest percentage of donors, or the most improved percentage of donors over last year. Check out weekly *The Reporter* giving facts and updates on our Challenge leaders. This week, Administration still holds the lead with 27.5 percent; and Student Affairs has exploded, growing more than 9 percent over last year's participation so far. Thanks to all who have responded in the last week.

Administration 27.5 percent  
Arts & Sciences 22.4 percent  
Athletics 12.5 percent  
Crane 18.6 percent  
Education & Professional Studies 19.2 percent  
Libraries 24 percent  
PACES 5.5 percent  
Physical Plant 2.8 percent  
Student Affairs 22.2 percent  
SUNY Potsdam Grand Total 16.2 percent

We have the power to make a 100 percent difference through our personal giving. Visit [www.potsdam.edu/teamchallenge](http://www.potsdam.edu/teamchallenge) and be a part, with any gift that is meaningful for you. We have until March 15. Thank you.

### **SUNY Potsdam in the News**

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

#### Friday, Feb. 22:

Boston Globe:

"Students replace models as Oscar trophy carriers"

Daily Courier-Observer:

"Potsdam, Canton part of new SUNY financial aid initiative"

North Country Now:

"SUNY Canton, Potsdam adopt easier to understand, more informative financial aid letter"

#### Sunday, Feb. 24:

Watertown Daily Times:

"Sharing sparks worries"

"SUNY Potsdam reversing losses in grad programs"

Sunday Advance News:

"Crane School of Music travels the state"

"SUNY Potsdam pleased to present acclaimed violinist"

"A 'Little Library' adds a lot to SUNY Potsdam"

"SUNY Potsdam student wins Oscar talent search"

"'The Kite Runner' at Crane School of Music on March 11"

#### Monday, Feb. 25:

Associated Press:

"Students replace models as Oscar trophy carriers"

Brooklyn Eagle:

"Brooklyn film student delivers awards at the Oscars"

Watertown Daily Times:

"SUNY Potsdam students request open shared services talks"

"SUNY Potsdam believes it will boost graduate student numbers"

Daily Courier-Observer:

"SUNY Potsdam students ask administration to preserve campus identity, open shared services discussion"

Tuesday, Feb. 26:

Watertown Daily Times:

"Texas couple strengthens commitment to SUNY Potsdam arts festival"

YNN TV:

"SUNY Potsdam students wins Oscar Experience College Search"

Syracuse Post Standard:

"SUNY Potsdam student ChaRon Brabham honored on stage at Oscars"

Watertown Daily Times:

"SUNY Potsdam student treated to Academy Awards experience"

Daily Courier-Observer:

"SUNY Potsdam, Canton adopt aid award letter"

"Donation funds Potsdam arts festival"

Wednesday, Feb. 27:

WWNY TV:

"SUNY Potsdam student describes Academy Awards experience"

Watertown Daily Times:

"SUNY Potsdam student recalls Oscars experience"

"SUNY Potsdam student helped present Oscars"

North Country Now:

"SUNY Potsdam students promote 'National Eating Disorder Awareness Week'"

Watertown Daily Times:

"Two appointed to SUNY Canton College Council"

North Country This Week:

"Professors' union reaches contract deal"

"SUNY Potsdam dining judged better than most"

"Letter: Students support community supper"

"Financial aid change"

"Symphony orchestra"

## **Spring 2013 Grant Applications**

The Title III Strengthening Institutions Grant application for Spring 2013 Faculty Individual Curriculum Development awards is Tuesday, March 4.

Faculty interested in revising an existing course or designing a new course that integrates basic principles or practices of undergraduate research in a first-year or upper division course should contact Gerald L. Ratliff, Title III project director, for an application form or visit the Title III website at <http://www.potsdam.edu/faculty/research/titleiii> for additional information, including application forms and funding levels.

## **The School of Education & Professional Studies Seminar Series "Disciplined Inquiry in Education"**

Topic: An open discussion about teaching, research and service: How can we commit to "doing it all"?

Date: Wednesday, March 6

Time: noon – 1 p.m.

Where: 300 Satterlee Hall

Please see more information about this seminar and other seminars for Spring 2013 at: <http://www.potsdam.edu/academics/SOEPS/seminar/index.cfm>.

## **Department Curriculum Development Awards Application Deadline**

The Title III Strengthening Institutions Grant application deadline for Spring 2013 Department Curriculum Development Awards to integrate basic undergraduate research principles into new or revised undergraduate courses is Friday, March 8.

Faculty teams interested in submitting a proposal should visit the Title III website at <http://www.potsdam.edu/faculty/research/titleiii> for additional information, including application forms and funding levels. Interested departments may also wish to schedule a complimentary coffee session or department meeting to explore a curriculum proposal by contacting Gerald L. Ratliff, Title III project director, at x2107.

## **Sophomore Year Experience Program**

The Spring 2013 Program, Sophomore Connections: Reception and Discussions will be held on Wednesday, March 13 from 5:30 p.m. to 7 p.m. in the Gallery of Thatcher Hall.

After a fall semester with two successful programs, The Sophomore Welcome and The Sophomore Scoop, and another great semester for the PAiRS (Peers Assisting in Retaining Sophomores) mentoring component, the Sophomore Year Experience Program in the Student Success Center is now planning its major program for the spring 2013 semester.

This event is specifically targeted toward the approximately 130 undeclared sophomores at SUNY Potsdam. The intent of this program is three-fold:

1. to introduce students to faculty members as well as to the basics of business etiquette (professional dress and behavior);
2. to provide students and faculty with an opportunity to discuss the connections between majors and career fields; and,
3. to assist undeclared sophomores in identifying potential majors/minors using what they have learned via the discussions.

Undeclared sophomores should check their Barrington mailboxes for their invitations and RSVP to the SYEP Coordinator, Corrin Schwabrow by March 6. Corrin can also be reached with any questions regarding the event by email at [schwabck](mailto:schwabck) or at x2450.

## **PACES Student Award 2013**

The PACES Student Award Committee is accepting nominations for the annual PACES Student Awards. These awards recognize graduating seniors who have excelled academically while providing exceptional service in college and student life activities. Nominees must have a cumulative grade point average of 3.0 or higher and demonstrated noteworthy, productive participation in college and student life activities. Nomination packets must include a letter of nomination, two additional letters of support, and the resume of the nominee.

The PACES Award winner will receive a certificate and a \$500 award. Two runners-up will receive certificates and awards of \$200 each. These awards will be presented at an award ceremony in April. Recipients will be recognized at Honors Convocation on the Saturday before Commencement.

Please send complete nomination packets to: PACES Student Award Committee, PACES Executive Office, 129 Merritt Hall. As adequate time is needed to evaluate and interview final candidates, no nominations will be accepted after March 22, 2013.

## **Ties for Guys/Scarves for Gals**

The Emerging Leaders student group, which works with Annual Giving and Student Affairs, is hosting the annual Ties for Guys, Scarves for Gals sale on April 8 to April 10. We are asking for your donations of business attire, as well as accessories including ties, belts, scarves, jewelry, handbags and briefcases.

Items can be dropped off at Raymond Hall 505 between 8 a.m. and 4:30 p.m. until March 26. For more information contact Ellen Nesbitt at x3403, or email [nesbitem@potsdam.edu](mailto:nesbitem@potsdam.edu).

## **Can We Count on Your Donations?**

Over the past four years, because of the generosity of faculty and staff at the College, the Student Success Center (SSC) has awarded the Student Success Center Student Award: Success through Achievement and Commitment near the end of the academic year. Eight very deserving students have each received this \$500 award, which has assisted them with financial support and encouraged their persistence and continued success.

To be eligible for this award, the student must have achieved at least a 3.0 GPA, have an economic need, have shown perseverance amidst personal and/or academic hardship, and must have used the services of at least two (or more) offices in the SSC.

This year, the SSC Student Award Committee seeks to raise funds for two to three \$500 Student Success Center Student Awards. Again, we invite faculty and staff to contribute to this award.

It is easy to contribute online; access the Ways to Give webpage at <http://www.potsdam.edu/giving/waystogive/index.cfm>.

Choose either the Credit Card Online Giving to Potsdam form or Payroll Deduction – for Current SUNY Potsdam Faculty & Staff form. On either of these forms, check a specific program for your deduction, and type in Student Success Center Student Award Fund. A College Foundation account is set up for the SSC Student Award. If you choose not to complete the form online, print it,

complete and send the Giving to Potsdam form to Lisa Murphy, College Advancement Services, Raymond Hall 502 or the Fund for Potsdam payroll deduction form to Donna Burgoyne, Human Resources, Raymond Hall 219.

Thank you for considering supporting our students through this award. Your donations would be greatly appreciated.

## **2012-2013 LTEC Award for Excellence in Promoting Learning and Teaching at SUNY Potsdam**

Do you know someone who has gone above their normal job expectations and responsibilities to advance learning and teaching on SUNY Potsdam's campus in a way that has made a significant and positive impact on their peers?

If so, we invite you to nominate them for the 2012-2013 LTEC Award for Excellence in Promoting Learning and Teaching at SUNY Potsdam. This \$500 award is intended to recognize a significant impact in advancing learning and teaching for the campus community beyond outstanding teaching or disciplinary research.

Information regarding eligibility, nomination submission and deadlines can be found at <http://www.potsdam.edu/faculty/teachingresources/ltec/lteaward.cfm>.

More information can be obtained by contacting Cheryl Chute Miller at [millercc@potsdam.edu](mailto:millercc@potsdam.edu).

## **Unify Academic Advising and Academic Support Offices**

The Student Success Center would like to announce that the Academic Advising and Academic Support offices have now been combined into one unit in an effort to better align resources and serve the campus community. The new Academic Advising & Support Office would like to notify all faculty and staff members about some of our new resources and remind you about our continuing services.

### Study Skills

Our website has been revamped to reflect our revised mission and services. Please visit our new page at <http://www.potsdam.edu/support/advisingsupport> to see these improvements. There you will find a new supply of study skills resources for students. Feel free to refer your students to these resources or distribute them yourselves. Topics covered include: time management, note-taking, exam preparation, reading strategies, and learning preferences. If you are interested in scheduling a workshop for your students on any of these or other related topics, please contact Tim Morse at [morsets@potsdam.edu](mailto:morsets@potsdam.edu) or 267-3447.

### Group Tutoring

The Academic Advising & Support Office will continue to organize our group tutoring program. Please refer your students to our website for more information about the program and to complete a group tutor request form. There is also information and a job application for any student who is interested in becoming a tutor. If you have any questions about the program or recommendations for tutors, please contact Tim Morse.

### Advising

As always, the Academic Advising & Support Office will serve as the primary advising resource for undeclared, non-matriculated, and transfer students. We provide assistance with questions related to general education and graduation requirements, major/minor exploration, adviser training and materials, and the Academic Intervention Request (AIR) program. All faculty and staff members are encouraged to contact Carolyn Leathers at [avilaca@potsdam.edu](mailto:avilaca@potsdam.edu) or 267-3266 with any questions related to advising.

## **Charter Day**

Come celebrate SUNY Potsdam's 197th birthday with musical entertainment, cake and historical displays. The founding of SUNY Potsdam as the St. Lawrence Academy will be commemorated on Tuesday, April 2, 11 a.m. to 1:30 p.m., in the Barrington Student Union Lobby.

President Schwaller will share a few words about the history of the college at 1 p.m. and the original charter will be on display.

## **Lougheed Festival Of The Arts: Proposal Deadline For 2014**

Proposals for the 2014 Lougheed Festival of the Arts are now being accepted. The Lougheed Festival of the Arts includes theatre, dance, vocal and instrumental performances, visual arts exhibitions, creative writing programs, and guest artists and lecturers. The funding application and information on the Festival's mission and vision, as well as funding parameters can be found online: <http://www.potsdam.edu/about/artscampus/artsfestival/proposal.cfm> The 2014 Festival is April 25 - May 3.

This Festival is the direct result of a generous gift from Kathy ('54) and Don Lougheed. Their gift allows the College to expose the entire campus and community to the full breadth of the arts while enhancing arts programs and expanding the Festival's impact beyond the traditional arts disciplines.

Proposals are due by Friday, April 12, 2013. There will be a drop-in Lougheed informational session on Wednesday, March 27 and Thursday, April 4 from noon - 1 p.m. in the 7th floor boardroom of Raymond Hall to answer questions about the proposal process and the Festival in general. Also, if you are attempting to secure an artist that requires significant advance booking or funding, you may also submit a proposal for a Festival beyond 2014.

To see full profiles of all the artists scheduled to visit campus this spring for the 2013 Lougheed Festival of the Arts, please visit the webpage: [http://www.potsdam.edu/about/artscampus/artsfestival/artist\\_profiles.cfm](http://www.potsdam.edu/about/artscampus/artsfestival/artist_profiles.cfm).

## 2013 Orientation Dates

Session 1: Monday, June 24 & Tuesday, June 25

Session 2: Thursday, June 27 & Friday, June 28

Session 3: Monday, July 1 & Tuesday, July 2

Session 4: Monday, July 8 & Tuesday, July 9

Session 5: Tuesday, July 16 & Wednesday, July 17

Session 6: Thursday, July 18 & Friday, July 19

For questions regarding the sessions please contact the Assistant Director Corinn Schwabrow of the Office of Student and Family Transitions, at x2450 or by e-mail at [schwabck@potsdam.edu](mailto:schwabck@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

### March

1 Latin & Jazz Ensemble @ Hosmer Hall, 7:30 p.m.

4 Faculty Recital, Shelly Tramposh, viola @ Snell Theater, 7:30 p.m.

6 Women's Lacrosse vs. Clarkson @ Potsdam, 4 p.m.

- 8 CPS Presents the Orchestra of Northern NY: "Peter and the Wolf" @ Hosmer Hall, noon
- 9 Men's Lacrosse vs. Morrisville @ Potsdam, 1 p.m.
- 10 Daylight Savings Time Begins  
Guitar Ensemble @ Snell Theater, 7:30 p.m.
- 12 Guest Artist Haim Avitsur, Trombone @ Snell Theater, 7:30 p.m.
- 13 Men's Lacrosse vs. Clarkson @ Potsdam, 4 p.m.  
Potsdam Brass Quintet @ Snell Theater, 7:30 p.m.
- 14 Women's Lacrosse vs. SUNY Canton @ Potsdam, 4 p.m.
- 15 CPS Guest Artist, Lawrence Brownlee with Martin Katz @ Hosmer Hall, 7:30 p.m.
- 17 Aria Reed Trio @ Snell Theater, 3 p.m.  
Women Composers Concert @ Snell Theater, 7:30 p.m.

## **PACES**

### **College Store**

March 4 – March 9

Love your SUNY Potsdam gifts buy one get one-half price

March 11 – March 16

Anything green, 20 percent off

March 18 – March 22

Spring Break Sale

Shorts, t-shirts and beach towels 20 percent off

### **Union Market**

March 4 – March 9

Ice Cream Sale - Ben & Jerry's 50 cents off pints

March 11 – March 16

Electronics Blow Out Sale

Selected merchandise clearance

March 18 – March 22

Spring Break Sale

Suntan lotions, sunglasses, flip flops and bathing suits 20 percent off

### **Spring Break March 22 – March 31**

### **Dining Services**

PACES Board approved the 2013-14 operating budget. Hours of operation will remain the same for Dexter's, Minerva's, Becky's, Crane and the SUDC. Lehman hours will change to: weekday lunch, 10:45 a.m. – 1:30 p.m.; brunch 10:30 a.m. – 2:30 p.m.; dinner 4 p.m. – 7:30 p.m. Tim Horton's will close daily at 3 p.m.

### **2013-14 Meal Plans**

19 meal/75 Flex Platinum \$2,425

14 meal/400 Flex Gold \$2,350

14 meal/100 Flex Silver \$2,205

150 Block/300 Flex, \$1,900

100 Block/500 Flex, \$1,700

All Flex, \$1,375

### **Off Campus Plans**

Commuter Hybrid Flex, \$500

Commuter All Flex 500, \$500

Commuter All Flex 300, \$300

Commuter All Flex 100, \$100

## 2013 – 2014 Lehman Entry Prices

### Lunch/Brunch

Cash (+ tax) \$8

Bear Express (+ tax) \$8

Flex or Faculty/Staff Flex, \$6.40

Groups w/ confirmation letter, \$7.50

### Dinner

Cash (+ tax) \$12

Bear Express (+ tax) \$12

Flex or Faculty/Staff Flex \$10

Groups w/ confirmation letter \$11

## FACULTY/STAFF/DEPARTMENT EXCELLENCE

*Maria Hepel* (chemistry) had her paper "Chromium VI but not Chromium (III) Species Decrease Mitoxantrone Affinity to DNA" published in the *Journal of Physical Chemistry B*, Vol. 117 (2013) pp 1021-1030. The paper is coauthored with postdoctoral researcher Dr. Anna Nowicka, from Warsaw University, Poland. The paper describes the model system of the effects of toxic metals on the binding of anticancer drug to DNA.

*Nasser Malit* (anthropology) presented a paper on February 23, 2013 at Syracuse University during the 3rd Annual Bioarchaeologists' Northeast Region Dialogue (BNRD) Conference.

The paper was entitled: "The Occurrence of Mandibular Exostoses in a Pleistocene Hominin from Kenya." This paper reports that the specimen belonging to the species *Homo erectus* is likely the earliest (at 1.5 mya) recorded case of the oral pathology and represents the youngest individual showing the exostoses at age 6. The work also expands on the existing scoring techniques for the pathology.

*Paul Siskind* (Crane) recently had performances of two of his pieces. "Trio a3" was performed by the Trio Ardesia at Plattsburgh State University, where Paul and the Trio also presented a workshop for students. Paul's "Antiphochrome" was performed by Farrell Vernon and the IUPU Saxophone Ensemble at the Manchester University New Music Festival in Indiana.

## VACANCIES

### Director of the Center for Student Research

Provost Margaret Madden is pleased to invite applications for the position of Director of the Center for Student Research. Full-time faculty members are eligible to apply.

The Director will promote interdisciplinary approaches to research cultivated by the recent Title III grant and serve as a persuasive advocate for the Center to both campus and external constituencies and plan a faculty workshop series each semester that addresses current issues in faculty and student research as well as a workshop series that addresses research methods and presentational skills.

The Director will also monitor a program budget, supervise student interns, chair a representative campus advisory board, continue to refine the Center's online journal and publication materials, maintain regional and national visibility in professional associations, cultivate programmatic relationships with other campus entities (LTEC, Honors Program, Presidential Scholars for example) and coordinate the Kilmer/Chugh award presentations at the annual campus Research Fair.

In addition, the Director will have primary responsibility for the administration of the Kilmer Undergraduate Research Program. Duties include budget oversight, establish and publicize application deadlines, schedule workshops and individual meetings with student recipients, monitor student progress in meeting criteria and timely deadlines associated with an award (including IRB approval) and oversee summer Kilmer projects.

The Director works with a faculty advisory board to review student applications, provides workshops for student applicants, maintains and periodically updates the program website to announce events and programs, maintains communication with apprentices throughout their tenure award and schedules a regular series of information sessions related to the application process.

The Director will have half-time reassignment from current responsibilities and will receive a stipend equivalent to teaching a three-credit course for summer work related to the Kilmer program. The initial appointment will be a three-year term, renewal by mutual agreement. The starting date is negotiable but it is anticipated that the Director will assume responsibilities during the Summer 2013.

To apply, visit [employment.potsdam.edu/applicants/Central?quickFind=51340](http://employment.potsdam.edu/applicants/Central?quickFind=51340). In addition to a current CV, please submit a letter

of interest that indicates your vision for the Center and program ideas that engage faculty and students across the curriculum and across the three campus schools in research. Review of applications will begin March 15, 2013 and continue until the position is filled. If you would like to discuss the position in more detail please do not hesitate to contact the current Director, Carleen Graham, at grahamcr or at x2051.

## Assistant Women's Soccer Coach

The Athletics department at SUNY Potsdam invites applications for an Assistant Women's Soccer Coach. This is a 10-month, part-time position that includes tuition credit for one course during fall and spring semesters, as well as winterim and summer sessions.

Responsibilities: Assist in all facets of running a Division III Women's Soccer Program. Recruitment of student-athletes; practice planning and implementation; video breakdown; academic monitoring; team selection and in-game management.

Position requires significant travel and candidate availability nights and weekends. Bachelor's Degree, valid driver's license, and experience playing soccer at the collegiate level required. One to three years' experience coaching soccer at the high school or collegiate level preferred. Knowledge of NCAA Division III recruiting rules and regulations. Experience working with goalkeepers strongly preferred. Interested candidates may apply on-line at <https://employment.potsdam.edu>, job posting No. 0600430. Application review begins immediately and continues until position is filled.

## Residence Hall Intern (Director)

The Residence Life office invites applications for a full-time, 10-month, live-in Residence Hall Director beginning July 29, 2013.

Responsibilities include: Oversight of a residential area housing approximately 200-400 residents, supervising a staff of 10-12 students (Resident Assistants and Academic Peer Mentors), student conduct, facility maintenance, conflict resolution, crisis intervention, administrative and operational functions, programming and community building, committee work, and participation in departmental planning and decision making. The Residence Hall Director participates in the professional staff on-call rotation.

Required qualifications: Bachelor's degree, student leadership experience, excellent administrative, communication, and decision-making skills, and the ability to work autonomously in a team atmosphere. Master's degree preferred and previous residence life experience is strongly preferred. Consideration will be given to candidates with experience working with the First Year student population.

Interested candidates should upload cover letter, resume, and separate document containing names and contact information for three references to <https://employment.potsdam.edu>, job posting no. 0600425. In addition to salary, position also includes an on campus furnished apartment and college meal plan.

## 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, 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@potsdam.edu](mailto:ratlifgl@potsdam.edu) or Julie Ellingsen, Title III administrative assistant, at [ellingmj@potsdam.edu](mailto: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: 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: 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 deadline: Closed

## **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.