

# **THE MONEYBOOK**

**Revised August 2011**

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## I. CFCD FUNDS FOR FACULTY DEVELOPMENT

The Committee on Faculty Compensation and Development (CFCD) offers funding to support faculty members in their scholarly research, course development, and other professional activities.

### A. Eligibility and Deadlines

Members of the teaching faculty in the following categories may apply for funds whether they are presently teaching, on released time for administrative duties, on sabbatical, or on leave without pay from the College:

Members of the Smith College Faculty who are appointed full-time for at least one academic year. Members holding their first one-year, full-time appointment without continuation are normally eligible for not more than \$1,000 in CFCD support.

Part-time tenured or tenure-track members of the faculty.

Other part-time members of the faculty with appointments of half-time or more and whose service to the College has spanned more than one academic year or whose appointment extends beyond one academic year. Faculty members with such appointments may receive funds for use in either of the two categories of research or travel to learned societies; the total allowed in any one year will be pro-rated to the size of their appointments in that year.

Emeriti faculty are eligible for up to \$1,500 annually for research support or conference travel.

For Form 2 grants, applications must be submitted in one of three annual rounds: September, November, and March:

#### \*\*\*2011-2012 Deadlines\*\*\*

##### **12 September 2011**

Fall semester Form 2 projects  
Proposals for Dorius-Spofford grants

##### **7 November 2011**

Interterm and spring semester Form 2 projects  
Proposals for Harnish, Picker, and Rappaport Fellowships; Botanic Garden and Art Museum curriculum grants; and Dorius-Spofford grants

##### **26 March 2012**

All summer Form 2 projects  
Proposals for Gayley Fellowships; Botanic Garden and Art Museum curriculum grants; and Bradley and Dorius-Spofford grants

For all questions relating to CFCD funding, please contact Saari Koponen-Robotham, Assistant to the Associate Provost and Dean for Academic Development (College Hall 206, skoponen@smith.edu, x3007).

## **B. Form 1: Travel to Learned Societies / Professional Meetings and Conferences**

Requests for travel awards for meetings of learned societies, conferences, and meetings of executive boards of professional societies or organizations (Form 1 or TLS) should be sent to Saari Koponen-Robotham within 30 days of the meeting or conference. These requests must include receipts for all expenses that are to be reimbursed.

### **1. Guidelines for the Use of Funds**

Every eligible faculty member may receive up to \$1,200 per fiscal year to attend one or more professional meetings or conferences. Application in advance is not necessary, except for emeriti faculty.

The committee does not award grants under \$25.00. The following sections outline the categories and limits of funding available. If you have any questions or need to clarify these details before you attend a meeting, please contact Saari Koponen-Robotham (x3007).

#### **a. Travel**

The Committee will pay 90% of travel expenses, including: bus, train, or airfare; auto mileage at the current rate set by the Controller's office (<http://www.smith.edu/controller/Policy.php>), travel to and from airports/train stations, tolls, and airport parking fees. Faculty should make every effort to minimize costs. Travel for distances under 30 miles is not reimbursed.

#### **b. Per Diem**

Per Diem includes meals and hotel expenses. CFCD will support daily expenses up to \$200 per day for three days to attend a conference or meeting, and four days if presenting a paper, appearing on a panel, or serving as an officer of the sponsoring organization. Receipts must be provided for all daily expenses.

#### **c. Registration fees**

A faculty member may use a portion of the allotment for registration fees at professional meetings or conferences. These awards are **not** to be used to pay dues for memberships in learned societies.

Requests must be submitted after attending the professional meeting or conference but within 30 days. All reimbursement requests must be accompanied with Form 1

### **2. Reimbursement Procedures**

Requests must be submitted after attending the professional meeting or conference but within 30 days. All reimbursement requests must be accompanied with Form 1 (<http://www.smith.edu/deanoffaculty/cfcdform1intro.html>); if they are attached to any other form, they will be returned. The requests must include original receipts, and they should be taped (no staples, please) to a blank piece of paper, with each receipt individually taped; please submit as many taped receipts on one piece of paper as space allows.

All currency must be converted to U.S. dollars (<http://www.xe.net/ucc/>) on the reimbursement form.

Please send the request form and receipts to Saari Koponen-Robotham. Any incomplete forms will be returned.

### **3. Two-year option**

Faculty members who wish to attend a distant learned society meeting may ask the Committee to "hold over" their **entire** learned-society allocation from one year to apply to the cost of a meeting in the following year. Alternatively, faculty members may "spend in advance" all or part of their **entire** two-year learned-society allocation to attend a distant meeting in the first year of a two-year period. However, if a faculty member elects either of these options, the Committee will award funds **for only the one** distant meeting during the two-year period, even if the cost of the one meeting does not exhaust the doubled budget (\$2,400).

Faculty members who hold an appointment for the two years in question and who wish to exercise either option **should write to the Associate Provost and Dean for Academic Development by May 1<sup>st</sup>** of the first year of the two-year period.

## C. Form 2: Research & Teaching

### 1. Applications

The Committee will endeavor to act upon applications received on the following dates within three weeks:

#### 12 September 2011

Fall semester Form 2 projects  
Proposals for Dorius-Spofford grants

#### 7 November 2011

Interterm and spring semester Form 2 projects  
Proposals for Harnish, Picker, and Rappaport Fellowships; Botanic Garden and Art Museum curriculum grants; and Dorius-Spofford grants

#### 26 March 2012

All summer Form 2 projects  
Proposals for Gayley Fellowships; Botanic Garden and Art Museum curriculum grants; and Bradley and Dorius-Spofford grants

*Applications received after one deadline will be held over to the next date.* The Committee does not meet during the summer and will not fund projects retroactively.

All applications (on Form 2) should be carefully completed, with attention given to all sections. Incomplete applications do not provide sufficient information and might jeopardize successful funding of the project. Form 2 applications may be found on the Provost/Dean of Faculty website: <http://www.smith.edu/deanoffaculty/facdev.html>.

Although experts in the field of the research and teaching proposal may be consulted as part of the evaluation procedure, it is expected that the application will be written in an informal style accessible to the educated non-specialist.

When you receive notification of your grant, **please note the expiration date.** Funds unspent at the expiration of the grant will be returned to the Committee on Faculty Compensation and Development.

### 2. Funding Guidelines:

**CFCD will consider requests for a maximum of \$3,500 per academic year to support faculty research and teaching.** Calculations of remaining available funds are normally based on awards granted in a given academic year, not on reimbursements made.

Faculty members who anticipate expenses in these areas to run in excess of \$3,500 may elect to apply up to \$500 of their annual TLS/conference allowance of \$1,200 to those expenses, thereby increasing their Form 2 maximum to \$4,000.

CFCD gives priority to research projects in initial stages, particularly the first two years of a project. CFCD supports projects which will enhance the possibility of obtaining external funding for long-term projects. Projects in more advanced stages will be given lower priority as the budget allows. Priority is also given to faculty members in the earlier stages of their careers. Finally, the Committee normally assigns a lower priority to requests from faculty members who have made repeated, heavy use of CFCD funds in the immediately preceding years.

#### **a. Institutional Review Board Approval**

A proposal for any research project that involves the use of human subjects requires the approval of the appropriate college Institutional Review Board (IRB). Federal guidelines on the use of human subjects have been tightened considerably over the past few years, and scholars should pay close attention to those guidelines. In particular, faculty members in the social sciences, the humanities, and the performing and studio arts doing research that involves surveys, interviews, or other direct intervention or interaction with human subjects should realize that they too are subject to the IRB process. If the Committee determines that an application is likely to require IRB approval, an award will not be made until such approval has been obtained.

Information on human subject guidelines and IRB review procedures is available through the Institutional Review Board website (<http://www.smith.edu/irb/>)

#### **b. Provisional Smith College Intellectual Property and Technology Transfer Policy**

The Board of Trustees has approved a *Provisional Smith College Intellectual Property and Technology Transfer Policy*. This document sets forth the College's policy on the distribution of intellectual property rights between the creator/inventor and the College when the creator/inventor is an employee of the College, a contractor to the College, or a guest of the College. The policy is designed to foster intellectual activity on the part of faculty and other College employees, while at the same time recognizing any extraordinary contribution of resources by the College to the creation of the intellectual property.

The policy is posted on the website of the Office of the Provost/Dean of the Faculty (<http://www.smith.edu/deanoffaculty/intellectualproperty.html>) and is available from the office. Questions about the policy and its procedures should be directed to the Associate Provost and Dean for Academic Development.

### **3. Funding Categories:**

Form 2 funding may be requested in any of the following categories, all of which count towards the annual \$3,500 maximum.

The following guidelines are designed to allocate a limited budget equitably. Please plan in a way that will preserve funds for your colleagues.

#### **D. Travel, lodging, and meals**

The Committee will pay 90% of travel expenses for research trips, including: bus, train, or airfare; auto mileage at the current rate set by the Controller's office (<http://www.smith.edu/controller/Policy.php>), travel to and from airports/train stations; airport transfers; tolls, and airport parking fees. Faculty should make every effort to minimize costs. The Committee will not pay intra-city transportation.

Per diem funds of \$125 for up to 14 days may be granted in any one fiscal year to cover lodging and meals. Receipts must be provided for all daily expenses.

**b. Student research assistance**

Faculty members may request student assistance to help with research projects.<sup>1</sup> Such requests require Committee action and will be considered following each of the deadlines listed above. Requests for summer student assistance must be made to the Committee by **26 March, 2012**.

While CFCD's first priority is to support faculty research, it is also committed to enabling Smith undergraduates to have opportunities as research assistants and to work with faculty members on projects that are intellectually challenging. Therefore, tasks carried out by student research assistants should involve them directly in the project.

Please keep in mind:

- 1) all student hiring must take place through JobX. Faculty instructions may be found at (<http://www.smith.edu/finaid/fao/facjobx.php>)
- 2) hiring priority is given to students eligible for work study. However, a particular student on work study may be specified or the name of a suitable student may be requested from the Office of Student Financial Services (x2530; [www.smith.edu/finaid/fao/studemp.php](http://www.smith.edu/finaid/fao/studemp.php)).
- 3) except in unusual circumstances, research assistance must be provided by a current Smith student. This policy normally precludes the hiring of students in the semester or summer following completion of their studies at Smith. The Committee requires special justification of any request for research assistants who are not Smith undergraduate students, and we do not guarantee funding of these assistants.
- 4) payments to research assistants are handled through the student payroll system, Banner Web Time Entry. Taxes will not be withheld from student earnings during the academic year; however, the law requires that both income and social security taxes be withheld from the earnings of summer student assistants. Please budget an added 10% for benefits for student workers in the summer.

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<sup>1</sup>Full-time student assistance during the academic year is considered to be:

- 8 hours per week
- A semester is calculated as 12 weeks
- Interterm is calculated as 3 weeks
- The maximum available for a semester is 96 hours
- The maximum available for Interterm is 24 hours
- Combined Interterm and second semester: 120 hours.
- The Committee has set a normal annual limit for individual faculty members at 192 hours September through May, or one student full-time through two semesters, without Interterm.
- For 2011-12, the term-time rate of pay is \$8.75/hour.

**All term-time student assistance grants expire on the final day of classes, per the Controller's office (<http://www.smith.edu/controller/Policy.php>). Any unspent funds revert automatically to the Committee. Grants awarded specifically for term-time assistance cannot be carried over into the summer, nor can summer grants be carried over into the following academic year. **For 2011-12, the final day of classes will be May 3, 2012.****

Faculty members are responsible for tracking the number of hours their assistants have worked and must stay within the number of hours the Committee has approved. Please use accurate account numbers on student payroll vouchers to ensure charges are made to the appropriate accounts, and check your records at the end of each semester. Over-expenditures on student assistant grants will be charged to the individual faculty member.

Questions regarding the logistics of the student payroll system may be directed to the Payroll Disbursements Office (x2227), and questions regarding the Committee's grant policies on research assistant funding may be directed to Saari Koponen-Robotham (x3007).

**Student research assistance awards granted for a specific period and for a specific project cannot be extended or reallocated to other expenses or projects.**

**c. Purchase of research materials**

Faculty members may request funds for the purchase of microfilm, photocopies, digital image files, photographs, slides and other materials for use in their research. The ownership of such materials will be decided by the Committee in consultation with the applicant. The usefulness of the materials to the College will be considered in determining the amount of the grant. Normally the Committee does not fund equipment, periodical subscriptions, or books.

**d. Computer hardware and software**

Faculty members may apply for up to \$500 annually for the purchase of necessary computer hardware and software for teaching or research purposes. However, the Committee will not fund internet-provider fees. See also page 20 for information on CET grants.

**e. Photocopying expenses for research projects**

CFCD will only award photocopying money for off-campus work or the kind of special copying done at Central Services or Media Services. On-campus copying needs should be treated as regular copying charged, with the approval of the chair or director, to your department or program, and should not be included in project budgets.

**f. Teaching projects**

Faculty members may request funds for expenses connected with projects not previously listed but directly related to teaching (such as teaching workshops). Funds for such projects will be governed by the same deadlines and guidelines applicable to faculty research projects, with a maximum award for workshop tuition of \$500. See also page 20 for information on Sherrerd Center grants.

Requests for released time from teaching or assistance in the preparation of routine course work will not be considered by the Committee under this category.

**g. Joint projects**

The Committee may grant funds to support the participation of Smith College faculty members in joint scholarly research projects with individuals who are not members of the Smith faculty, but it

will not support research-related travel or expenses for non-Smith faculty. In submitting a request for support of the Smith College faculty member's participation in the project (e.g., travel and subsistence costs under the guidelines stated above), the budget must show the amount and purpose of the funds requested from each of the participants and/or institutions involved.

#### **h. Funding while on leave**

Faculty members on leave from the College, who for purposes of their scholarly development will be establishing a residence away from Northampton, are eligible to apply for the 90% travel subsidy to reach the new domicile, but not for the daily allowance. However, research trips made *from* this new domicile are eligible for normal travel and daily support, within the overall limits outlined in Section a. above.

#### **D. Applications which the Committee Does not Support**

Because the funds available to the Committee are limited, it is unable to support certain kinds of activities which, though worthy, have been assigned a lower priority than those activities which are listed above. Activities which the Committee will not normally support include, but are not limited to:

Normal charges that arise in connection with the publication of books, including textbooks or manuscripts

Telephone bills for calls related to research, scholarship, or teaching

Revision or copyediting of manuscripts or articles which arise from projects previously funded by the Committee

Salary for faculty release time or summer stipends to faculty (except as specified in the activities supported by the Harnish, Picker, and Gayley Funds)

Funds for purchasing books and periodical subscriptions

Research-related travel or expenses for non-Smith faculty or staff

In all cases, Committee policies are intended to support, but not necessarily to fund fully, the scholarly activities of faculty members.

## **D. Other CFCD Programs**

These awards are administered by CFCD but do not count toward a faculty member's usual maximum award of \$3,500 annually:

### **D. Reprints**

Faculty members may request up to \$100 to defray the cost of reprints of an article or book they have published. Please submit an invoice for reimbursement to Saari Koponen-Robotham.

## **2. Support for Doctoral Dissertations**

The Committee will consider requests from faculty members in tenure-track positions

- for expenses related to the preparation of manuscripts and doctoral dissertations
- for travel expenses related to the defense of the doctoral dissertation, using the guidelines for travel to professional meetings and conferences.

## **3. Publication Charges/Subventions**

Tenured or tenure-track faculty members may request funds for expenses connected with the publication of books or articles when a publisher has accepted a manuscript but requires, as a condition for publication, that the author's institution provide such financial assistance to the publisher. Applicants must be prepared to provide evidence that all other means of providing such funding have been exhausted. A letter from the publisher or editor is required for an award to be made; an invoice from the press will be required for payment to be made.

The Committee does not fund charges related to the editing of manuscripts. Faculty members are eligible for no more than \$5,000 of this type of support in any five-year period.

### **D. Connections Fund for Junior Faculty**

The purpose of the Connections Fund is to make available to untenured, tenure-track faculty members and post-doctoral fellows a fund to supplement other forms of faculty development. It is designed to bring established scholars working in the same field as the requesting faculty member to Smith for the purpose of a guest lecture, panel discussion, or other appropriate intellectual exchange. This fund is designed to advance the scholarly work of new faculty members and to increase familiarity in the campus scholarly community with the kind of research done by newer Smith faculty members.

Eligible faculty members are allowed a total of \$2,400 in Connections Funds during the whole of their probationary period, with no single award to exceed \$1,200. Eligible faculty members are encouraged to apply as early as possible in their untenured years.

To apply for this fund, please complete the Connections Fund Form, available on the Provost's website (<http://www.smith.edu/deanoffaculty/facdev.html>). Applications should be submitted at least two months before the proposed visit.

## **D. Application and Payment Procedures**

CFCD funds are administered by the Associate Provost and Dean for Academic Development, Chair, and the Assistant to the Associate Provost. Questions regarding Committee policies and procedures should be directed to Saari Koponen-Robotham at ext. 3007.

### **D. Application Forms**

Electronic versions of CFCD forms are accessible under “Faculty Development” on the Provost/Dean of the Faculty website, and requests for funds **must** be submitted on these application forms. The Committee may return applications that do not provide sufficient information for its review.

Applicants will be notified of the Committee's action regarding their requests.

## **2. Payment Procedures**

Each grant recipient will have a fund established in her/his name. Student assistance is charged directly to the awardee's grant; the rest of the grant may be accessed via reimbursement. Reimbursements will be provided only for expenses incurred, up to the amount awarded for each budget item.

## **3. Reporting of Expenses**

Please note that, following the *Smith College Travel and Entertainment Policy*, a completed and signed “Expense Reimbursement” form must accompany all requests for reimbursement. This form is available at <http://www.smith.edu/controller/Forms.php> and under “Faculty Development” through the Provost/Dean of Faculty website. The only exception is for professional conferences, which should be submitted on Form 1, as described in Section I.A.2 of this guide.

For more information on College reimbursement request policies and instructions on how to prepare reimbursements, please see <http://www.smith.edu/controller/ap.php> or contact Saari Koponen-Robotham.

Submit the expense reimbursement form and *original* receipts to Saari Koponen-Robotham in the Provost's Office, College Hall 206, within 30 days after expenses have been incurred and prior to the grant expiration date.

Note that all reimbursements will normally be deposited directly to the bank account you have set up with the College for payroll and other deposits.

**Please note that all grants will be deactivated and closed on the termination date mentioned on the award letter.**

**Awards granted for a specific period cannot be extended nor can budget items be reallocated.**

Faculty members receiving Committee funds, including special fellowship funds, are responsible for maintaining an accounting of their expenditures.

## **II. FELLOWSHIPS & FUNDING OPPORTUNITIES**

Special fellowships are available on a limited basis to members of the tenured and tenure-track faculty: Harnish Fellowships for faculty members in the fine and performing arts, Picker Fellowships for junior faculty members in all fields, Rappaport Fellowships for interdisciplinary teaching in all fields, and Gayley Fellowships for assistant and associate professors who contribute to the diversity of the College through mentoring and teaching. In addition, there is a grant program supported by the Harnish endowment, and a salary supplement program supported by the Provost.

The application guidelines for these fellowship and grant programs are set out below, along with any special criteria that may apply. Completed applications are due in the office of the Associate Provost and Dean for Academic Development on or before the dates given below. Applications received after those dates will not be considered in this year's competition. Further information is available from the Associate Provost and Dean for Academic Development (x3000), and his assistant, Saari Koponen-Robotham (x3007).

Fellowships applied for in one year are awarded for the following year. The deadlines listed below are for applications for Fellowships to be held during the 2012-13 academic year.

## D. HARNISH FELLOWSHIPS

Harnish Fellowships and Grants were established in 1983 through the generosity of Jerene Appleby Harnish, '16. Mrs. Harnish was a great friend of the fine and performing arts. It is fitting that she be remembered in a way that will long ensure the critical role of those arts at Smith College.

**Purpose:** To support the scholarly and professional growth and development of faculty members in the fine and performing arts.

**Eligibility:** Normally, applicants should hold a tenured or tenure-track appointment and should have completed at least one full year at the College before submitting an application. A faculty member will not be permitted to hold a Harnish Fellowship more than twice in any five year period.

**Activities Supported:** A wide variety of projects in the fine and performing arts, including expenses related to research (travel, student assistance, library fees, and reproduction of materials), art exhibitions, musical performances and theatrical productions. If the project involves the production of a compact disc (CD), any expenses related to the reproduction and distribution of the CD must also be included in the original proposal.

Harnish Fellowships may be awarded to support collaborative projects. Faculty contemplating collaborative projects should discuss their plans with the Associate Provost and Dean for Academic Development prior to submitting an application.

The Fellowships may be used to support a lighter teaching load for untenured faculty by providing release time from the teaching of one course during the academic year of the award where this is feasible from the standpoint of the Fellow's department. Only one such course release may be obtained during the probationary period of any untenured faculty member.

Harnish Fellowships may not be used to purchase major items of equipment (please see Harnish Grants below), to extend sabbatical leaves or leaves of absence from the College, or to reduce a faculty member's teaching load to zero courses in any semester.

Normally, funding for any one project may not exceed \$10,000. A course release is valued at \$10,000 under this program.

**Application and Selection Procedures:** The Harnish Fellowships are awarded on a competitive basis. Members of the faculty may apply by submitting a project proposal of not more than five pages (double spaced) describing the purpose of the project, the specific activities for which support is sought, the estimated duration of the project, and the proposed budget. If release time is requested, written approval of the department chair must accompany the application. Selection will be made by the President on the basis of the recommendations of the Committee on Faculty Compensation and Development. Although experts in the field of the proposal may be consulted as part of the review procedure, applications should be written in language accessible to educated non-specialists.

**Duration of Awards:** Harnish Fellowships are awarded for periods of up to one year, beginning in the summer following the application deadline and lasting until June of the following year.

**Report on Work:** Each Harnish Fellow will be expected to submit a brief report to the Associate Provost and Dean for Academic Development at the conclusion of the tenure of the fellowship.

**Deadline: November 7, 2011**

## **HARNISH GRANTS**

**Purpose:** To support the purchase of supplies and equipment by tenured and tenure-track faculty members in the fine and performing arts. Unlike Harnish Fellowships, which are awarded for specific projects, Harnish Grants (of up to \$1,500) are awarded for continuing or general needs, to get a potential project underway, or to complete a project in progress. Faculty holding Harnish Fellowships are not eligible for support from the Harnish grant program until the expiration of their fellowship.

**Application Procedure:** Applicants should submit a detailed budget and a one-page justification for the proposed expenditure. Selection will be made by the President on the basis of the recommendations of the Committee on Faculty Compensation and Development.

**Deadline: November 7, 2011**

## **D. JEAN PICKER FELLOWSHIPS**

Jean Picker Fellowships were established in 1981 through the generosity of Jean and Harvey Picker. Mrs. Picker (Jean Sovatkin, '42) was a long-time servant of the College as a dedicated and insightful friend and Trustee; she gave years of outstanding service to the United Nations and to the cause of world peace. It is fitting that she should be remembered in a way that is of critical importance to the development of the faculty and the curriculum.

**Purpose:** To support the research and professional development of untenured, tenure-track faculty in any field.

**Eligibility:** Applicants should normally be untenured and hold a tenure-track appointment, and should have completed at least one full year at the College prior to submitting an application. No one may hold a Picker Fellowship more than twice.

**Activities Supported:** A broad range of projects and expenditures can be supported. These include research (research assistance, travel, library fees, laboratory supplies, reproduction of materials, etc.), writing, study, the preparation of new courses, artistic projects and productions, and other forms of professional development.

The Fellowships may be used to support a lighter teaching load for untenured faculty by providing release time from the teaching of one course during the academic year of the award where this is feasible from the standpoint of the Fellow's department. Only one such course release may be obtained during the probationary period of any untenured faculty member.

Picker Fellowships may not be used to purchase major items of equipment, to extend sabbatical leaves or leaves of absence from the College, or to reduce a faculty member's teaching load to zero courses in any semester.

**Application and Selection Procedures:** The Picker Fellowships are awarded on a competitive basis. Members of the faculty may apply by submitting a project proposal of not more than five pages (double-spaced) describing the purpose of the project, its scholarly significance, the methodologies to be employed, the specific activities for which support is sought, the estimated duration of the project, and the proposed budget. If release time is requested, written approval of the department chair must accompany the application. (The cost of the course release should not be included in the proposal budget.) Selection will be made by the President on the basis of recommendations of the Committee on Faculty Compensation and Development. Although experts in the field of the proposal may be consulted as part of the review procedure, applications should be written in language accessible to educated non-specialists.

**Duration:** Picker Fellowships are awarded for periods of up to one year, beginning in the summer following the application deadline and lasting until June of the following year.

**Report on Work:** Each Picker Fellow will be expected to submit a brief report to the Associate Provost and Dean for Academic Development at the conclusion of the tenure of the fellowship.

**Deadline: November 7, 2011**

#### **D. RAPPAPORT FELLOWSHIPS FOR THE DEVELOPMENT OF INTERDISCIPLINARY CURRICULUM AND COURSES**

These fellowships have been endowed through a generous grant from the family of Phyllis Rappaport '68.

**Purpose:** The Rappaport Fellowships are intended to support the development of courses, curricula, and concentrations that are interdisciplinary in nature, without restriction to any particular field.

**Eligibility:** Normally, applicants should hold a tenured or tenure-track position at Smith and have completed at least one full year at the College prior to submitting an application. Preference is given to those who have not previously held a Rappaport Fellowship.

**Activities Supported:** These fellowships are intended for the development of interdisciplinary courses, concentrations, and programs. Regular members of the faculty may apply for up to \$7,000 of support in the following categories: summer stipends (limited to \$4,000) for work on a new interdisciplinary course, travel funds in connection with such a project, student research assistance, or the purchase of materials needed for these kinds of new courses. Although joint applications are encouraged, the \$7,000 limit applies to the development of any one course.

**Application and Selection Procedures:** Applicants should submit a concise proposal of two to three pages, along with a detailed budget, to the Associate Provost and Dean for Academic Development. A letter of support from the department chair or program director should also be included.

**Duration:** Rappaport Fellowships are awarded for periods of up to one year, beginning in the summer following the application deadline and lasting until June of the following year.

**Report on Work:** Each Rappaport Fellow will be expected to submit a brief report to the Associate Provost and Dean for Academic Development at the conclusion of the tenure of the fellowship.

**Deadline: November 7, 2011**

## D. GAYLEY FELLOWSHIPS

The Gayley Fellowship is intended to support the scholarly research or creative work of faculty who have engaged in extraordinary outreach activities to underrepresented groups in the Smith community, particularly in the case of exceptional mentoring and support for students from underrepresented groups. Assistant and associate professors are eligible for consideration. Faculty members from underrepresented groups often carry heavier loads in teaching, advising, and mentoring that may cut into their research time. For this reason, they are especially encouraged to consider this opportunity.

The purpose of the award is to support a faculty member's research or creative work following a period of exceptional responsibilities in the areas cited above. The award may be used to support a one-semester course release, to supplement sabbatical funding, or to support a variety of research expenses, depending on the circumstances of the faculty member receiving the award.

### **Required Application Materials:**

- Nomination Letter: Statement from the department chair or program director attesting to the applicant's extraordinary outreach activities, such as independent advising and mentoring efforts for students from underrepresented groups or an exceptional record of service to the college in support of underrepresented groups or diversity initiatives. Any faculty member who wishes to be considered should feel free to initiate the application process by seeking a nomination letter from a department chair or program director. A faculty member who wishes to apply for the fellowship without a formal nomination should seek an equivalent letter of support from a faculty colleague.
- Curriculum Vitae
- Statement of Outreach Activities: Statement from the applicant describing his/her outreach, mentoring, or service activities, in the areas cited above, over the previous two or three years [one-page maximum].
- Statement of Research Plan: Short description of the research activities to be supported by the Fellowship, whether in the form of a course buyout, supplemental sabbatical funding, or other research expenditures [two-page maximum].

**Criteria for Evaluation:** The Offices of the Provost and Institutional Diversity will evaluate applications based upon evidence of extraordinary outreach responsibilities and an assessment of how the funds will help the applicant achieve the stated research plan.

**Deadline:** Applications must be received by the Office of the Provost no later than March 26, 2012.

## D. SALARY SUPPORT FOR FACULTY ON OUTSIDE GRANTS

The Provost/Dean of the Faculty will consider requests for salary supplements of up to \$20,000 from faculty members who have received major grants or awards from outside sources during leaves without pay for an entire year (and up to \$10,000 for a leave without pay of one semester). These requests are handled directly by the Provost.

### III. FUNDING TO SUPPORT CURRICULUM DEVELOPMENT

#### D. RUTH BAKER BRADLEY FUND

Faculty members from the Departments of French or German may apply for funds to support research or curriculum development. The Committee makes every effort to ensure that the two departments benefit from the endowment in proportions which reflect their relative size.

**Activities Supported:** The Bradley Fund is available for curriculum development or research-related expenses such as travel, research assistance, supplies, etc. Where appropriate, an award may be split among several applicants.

**Application Procedures:** This fund is overseen by CFCD. Members of these departments may apply by submitting a proposal, no more than three pages in length, to the Associate Provost and Dean for Academic Development. The proposal should include a precise description of the project, the specific activities for which support is sought, the duration of the project, and the budget request.

**Deadline: March 26, 2012**

#### D. BOTANIC GARDEN CURRICULAR ENHANCEMENT PROGRAM

The intent of this program is to show that botany has links to the liberal arts across all disciplines. The specific goal is to encourage teaching that helps students connect with the botanic garden environment and thereby explore the complex relationships between natural, constructed, and cultural worlds. Faculty in all disciplines are invited to apply for funds to incorporate the resources of the Smith College Botanic Garden in their teaching.

**Types of funding considered:** The Botanic Garden Curricular Enhancement Program provides stipends and supplemental course funds to support the development of new or revised courses or portions of courses utilizing the Botanic Garden and its resources. It is required that the proposed course or additions to an existing course would not be possible without the assistance of the Botanic Garden staff expertise and without the use of the botanical collections. Proposals already receiving other course development funding are not eligible. Teaching may revolve around collections in the Lyman Conservatory as well as the Campus Arboretum and outdoor gardens.

**Procedures for applying:** Applicants must meet with the program consultant prior to submitting an application to learn more about the Botanic Garden resources and to discuss preliminary ideas. For application details, see <http://www.smith.edu/garden/Academics/curricularenhancement.html> or contact Nancy Rich, Curricular Enhancement Program Consultant, at [bgcourse@smith.edu](mailto:bgcourse@smith.edu) or 585-2742.

**Deadlines:** October 31, 2011, and April 2, 2012, for courses to run in any of the three semesters following the date of application

#### **D. THE DORIUS/SPOFFORD FUND FOR THE STUDY OF CIVIL LIBERTIES AND FREEDOM OF EXPRESSION**

This fund honors former Smith faculty members Joel Dorius and Edward Spofford, dedicated teachers whose employment was terminated by the College in 1961. The purpose of the fund is to support lectures, symposia, research, visiting professors, and other programs that examine the core concepts of civil liberties and freedom of expression, as well as the contemporary and historical forces that endanger them.

Proposals addressing the nature and definition of citizenship, the challenge of academic freedom, and the social and cultural issues associated with sexual identity and expression are particularly encouraged.

**Activities Supported:** Proposals may include a summer stipend for course development (limited to \$2,000), invitations to distinguished visiting faculty or lecturers, faculty development seminars, pedagogy workshops, symposia, library purchases, or other creative projects related to the general themes of civil liberties, freedom of expression, sexual orientation, and their connections. When a proposed invitation involves joint or full responsibility for a course and therefore an appointment to the faculty, the Committee shall seek the approval of the Provost/Dean of the Faculty.

**Application Procedures:** This fund is overseen by CFCD. Applications may be submitted to the Associate Provost and Dean for Academic Development.

**Deadlines:** The Committee will review applications at each of the three annual deadlines.

#### **D. SMITH COLLEGE MUSEUM OF ART MUSEUM-BASED COURSE PROGRAM**

##### **Overview:**

The Smith College Museum of Art invites proposals from Smith faculty in any discipline to engage the resources of the Smith College Museum of Art in their teaching. Faculty developing or significantly revising courses receive a stipend as well as supplemental funding to reimburse for expenses such as supplies or guest lecturers needed to teach the course. Supplemental funding for course materials is available to faculty wishing to repeat prior museum-based courses.

**Types of funding available:** Stipends are provided for the planning of a museum-based course, which is to be completed during the summer prior to the academic year when the class will be taught. The amount of the stipend is commensurate to the depth and degree to which the museum will be incorporated into the course, up to a maximum of \$3,500. Supplemental funds of up to \$750 are available to purchase materials, take field trips, or bring guest speakers to Smith, etc.

**Procedures for applying:** Prior to applying, faculty **must** consult with museum staff to be sure the museum's collection can support the proposed topic. Please contact Ann Musser at [amusser@smith.edu](mailto:amusser@smith.edu) (x3109) to set up an appointment. Applicants must be available in the summer prior to the academic year when the course will be taught in order to meet with museum

staff and develop specific plans for the course. Joint proposals involving collaborative teaching by two faculty members are welcome.

**Review Process and Deadlines:** Proposals will be reviewed by a Museum committee twice a year. Funding and resources are limited for this program, and the Museum cannot guarantee that funding for the academic year will still be available by the spring deadline; faculty are encouraged to submit their proposals for review in the fall whenever possible. Please contact Ann Musser for details.

#### **E. COMMITTEE ON EDUCATIONAL TECHNOLOGY**

Faculty who require computer hardware or software for teaching purposes may apply to the Committee on Educational Technology for funding. For more information, please contact Thomas Laughner, Director of Educational Technology ([tlaughne@smith.edu](mailto:tlaughne@smith.edu), x3079) or visit [http://www.smith.edu/cet/cet\\_tech.html](http://www.smith.edu/cet/cet_tech.html).

#### **F. SHERRERD CENTER FOR TEACHING AND LEARNING**

Faculty interested in attending a conference focused on teaching and learning are encouraged to apply to the Sherrerd Center for funding. For more information, please contact Kevin Shea, Director of the Sherrerd Center ([kshea@smith.edu](mailto:kshea@smith.edu), X4687).

## **IV. SPONSORED RESEARCH: HELP IN OBTAINING EXTERNAL FUNDING**

Members of the Smith College faculty have an outstanding record of gaining access to external funds, with millions of dollars in grant awards from government and private sources each year. The college encourages and supports the research activity of its faculty with help in both applying for and administering faculty grants. Three offices in particular focus on external funding for faculty research.

### **Sponsored Research Office**

The goal of the Sponsored Research Office (SRO) is to assist faculty and staff in the process of applying for outside funding and in the administration of their grants and awards. The Sponsored Research Office (SRO) is located in the Office of the Provost/Dean of the Faculty, College Hall 206. John Davis (ext. 3000, [jdavis@smith.edu](mailto:jdavis@smith.edu)), Associate Provost and Dean for Academic Development, acts as the college's Director of Sponsored Research. Emily Robinson (ext. 3010, [erobinso@smith.edu](mailto:erobinso@smith.edu)) is the Sponsored Research Office Administrator and primary contact for the office. You may also reach the office by email at [sro@smith.edu](mailto:sro@smith.edu).

The SRO website (<http://www.smith.edu/deanoffaculty/sro.html>) provides a host of information, including general guidelines on applying for external grants; the college's Grant Proposal Processing Form, required for all external proposals; budget rates and information for preparing your proposal; and information on Institutional Review Boards (IRB) for human subjects research. We continually update and add new information to the website, so please check back frequently.

### **Office of Corporate and Foundation Relations**

The Office of Corporate and Foundation Relations (CFR) helps Smith develop and strengthen mutually beneficial partnerships with a variety of organizations that share an interest in advancing education. These partnerships assist corporations and foundations in fulfilling their own missions while advancing the goals of the college. CFR offers a range of materials and services to assist faculty in obtaining funding for research projects from foundations, corporations, and federal agencies.

Denise Rodino (ext. 2026) is the Associate Director of Faculty Grants and Government Relations. She is available to offer advice on funding strategies; help research potential grant sources; provide forms and information about obtaining funds from foundations, corporations, and federal agencies; and assist with the development of grant proposals. The CFR office at 76 Elm Street is equipped with extensive information files, CD-ROMs and internet-based resources. For more information, visit the CFR website ([www.smith.edu/future/cfr/resources.php](http://www.smith.edu/future/cfr/resources.php)).

### **Finance Office**

The Finance Office is responsible for external grants accounting and financial compliance. Kate Wallen, Grants and Contracts Specialist, is available to work with faculty on administering external grant finances. This area of work is overseen by David DeSwert, Associate Vice President for Financial Planning. For more information, call ext. 2218 or visit their website ([www.smith.edu/controller/grants.php](http://www.smith.edu/controller/grants.php)).