

The DIETRICH School of Arts & Sciences Gazette

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Dietrich School of Arts and Sciences Graduate Council Minutes from the September 24, 2012 Meeting

Attendees: Kathleen Blee, Stephen Carr, Emma Freeman, Margaret Judd, Edouard Machery, Adam Shear, Nicholas Thorne, Aisha Upton, Rebecca Whalen

Not in attendance: Daniel Berkowitz, Lillian Chong, Susan Kalisz, Julia Bursten, Lauren Oldfield

1. Welcome to new and continuing members.
2. Review of minutes from April 20, 2012. Minutes approved by Council as submitted.
3. Mission of the Dietrich School Graduate Council reviewed.
4. Edouard Machery volunteered to be the Non-Voting President of the Academic Integrity Board. Margaret Judd volunteered for next year.
5. Protocols for TA/TF Training Reviews were described. Margaret Judd and Emma Freeman agreed to serve as the French and Italian review committee; Adam Shear and Aisha Upton will prepare the review of Anthropology.
6. Dean's announcements and updates:

Dean Blee reviewed the response by Theatre Arts to the request for more substantive action to last year's TA/TF Training Review. Adam Shear clarified that the Graduate Council had not been opposed to practical training in theatrical production issues, per se, but against aspects of work that did not seem to be a matter of professional development for the students involved.

Dean Blee reminded the Council of the new minimum standards for TOEFL.

The official response from departments with suspended admissions to graduate programs are due October 1.

Dean Blee described the combination of Graduate Secretary positions that are a response to the early retirement program and reduced staffing throughout the University.

Dietrich School of Arts and Sciences Undergraduate Council Minutes from the October 25, 2012 Meeting

In attendance: John Twynning (chair), Elizabeth Taylor (secretary), Janelle Greenberg, Jude Hays, Jeffrey Hildebrand, Judy McConnaha (ex-officio), Harry Sanabria, Cecile Sun, Anna Vainchtein, Anne Weis, Matthew Scahff, Christopher Stavrakos, Alexander Zimmerman

Not attending: Rosemary Capo, Adriana Helbig, Robert Beecher, Pooja Patel

1. Minutes

Minutes from the meeting of September 20, 2012 were approved.

Minutes from the meeting of October 11, 2012 were approved.

2. New Business

Dietrich School-UC reviewed and approved the assessment matrix for the Natural Sciences General Education Requirement.

Dietrich School-UC reviewed and approved the assessment matrix for the Literature General Education Requirement.

Faculty Research Grants 2013-2014 Competition

The Faculty Grants Committee announces that support will once again be available in fiscal year 2013-2014 for Dietrich School of Arts and Sciences faculty research projects in the humanities, social sciences, and natural sciences, including proposals of an inter-disciplinary nature.

The application deadline is **Friday, January 25, 2013**, though the Committee would appreciate having applications as soon as possible.

Individual grants will be made in two categories:

Type I. Third Term Research Stipends of \$4,000 for research activities in lieu of teaching. The purpose of this type of grant is to enable faculty members to be free from teaching duties during the Third Term in order to work full time on research projects.

Type II. Research Expense Grants in support of specific project expenses such as microfilming, research materials, travel to libraries and other sources of information and clerical assistance. Actual expenses from \$100 to \$3,500 will be considered. Full funding, even for successful proposals, cannot be guaranteed.

Eligibility is limited to tenure-stream or tenured Dietrich School faculty on the Oakland campus. Restrictions regarding eligibility for Type I and Type II funding are specified later in this announcement. Please read these carefully.

Applications for both types of grants must be received by the Committee Chair by Friday, January 25, 2013. **No late proposals will be accepted.** All applicants will receive confirmation that their application has been received. For Type II grants, no funds can be disbursed until July 1, 2013; however, the research projects of grant recipients may begin before that date. For Type I grants, stipends will be included with July 31, 2013 paychecks unless funds become available which may allow the stipends to be included in May and/or June salaries. Awards will be announced in the beginning of April. Unfortunately, this Committee cannot provide applicants with individual evaluations of proposals.

Application Format and Restrictions are explained in the following paragraphs of this announcement. Further information can be obtained from the Committee Chair, Lester Olson (Telephone: 412.624.6796, E-mail: olson@pitt.edu)

ELIGIBILITY & APPLICATION PROCEDURE

Please follow these directions carefully!

TYPE I.

THIRD TERM RESEARCH STIPENDS OF \$4,000

To be eligible for a Type I stipend the applicant must not be employed during the Third Term in any way which makes it impossible to devote maximum time to research. Priority is given to faculty in the lower ranks and to those who have not previously received such a grant. Research projects for which funds are generally available from other sources will receive low priority.

Application Format: The application consists of four parts: (1) A cover sheet and current CV, including mention of all previous grants with amount and year; (2) an abstract summarizing the proposal in simple terms; (3) the proposal itself; and (4) a title sheet and self-addressed (campus) envelope. No application will be accepted unless it contains a current CV.

1. The cover sheet should be appended to a current CV and include the following information in the order listed here: (A) name of applicant, (B) faculty rank, (C) department, (D) university mailing address and extension, (E) applications pending or funding expected for the same period or the same research, (F) type of grant (I or II), and (G) title of research project. Please indicate previous funding, both internal and external.

Faculty members who have received a Dietrich School grant within the last five years should also submit a brief (one to two paragraphs) statement describing the results of the project(s) funded.

2. The abstract (100-200 words) should summarize the proposal in simple terms.

3. The proposal should be written in such a manner that members of the Committee who are not experts in your field can understand your proposal. Technical jargon should be avoided.

Applicants are encouraged to bear in mind that the evaluators represent a wide range of disciplines in the humanities, natural sciences, and social sciences. The proposal should contain:

- (A) a statement of the problem;
- (B) the objectives and expected significance of the research;
- (C) if applicable to your field, the relationship of the research to the present state of knowledge in the field (with appropriate bibliographic references), a description of your own related previous work or, for applicants in writing or the arts, representative samples of your work; and
- (D) methods or procedure (how you expect to reach the stated objectives) and, if applicable, a description of data collection techniques and analysis.

The proposal itself should be limited to six double-spaced pages including bibliographic references. No offprints, photocopies, tapes or other examples of previous work should be enclosed. Proposals that do not follow this format will not be reviewed.

4. The title sheet and self-addressed envelope will be returned to the applicant to verify receipt of the proposal.

Copies: Twelve copies of the application should be sent to the Committee Chair, Lester Olson, Department of Communication, 1117 Cathedral of Learning.

TYPE I. RESTRICTIONS

Faculty members who have contractual obligations, including cash advances for writing, or those engaged in traditionally compensated Third Term (summer) teaching or administrative assignments, or with any other University or sponsored research summer salary support, are not eligible for these grants. Any grants allocated by the committee to faculty subsequently found to be ineligible will be cancelled.

Grants are not given for projects known to be lucrative commercial ventures, dissertation research, or curriculum development.

TYPE II. RESEARCH EXPENSE GRANTS

Type II grants are given to cover specific research project expenses for which other sources of funding are not available. Priority is given to faculty in the lower ranks and to new research projects; however, well-justified expenses for successful projects in the later stages of development are also considered.

Application Format: The application format for a Type II grant is the same as for a Type I grant, with the addition of a detailed budget.

The Budget: On a separate page, the project expenses should be itemized and justified in reasonable detail. Travel expenses should be explained in detail; transportation costs will be limited to coach class airfare. Applicants should submit the most recent airfare quotes from one of the University-designated travel agencies.

Copies: Twelve copies of the application should be sent to the Committee Chair, Lester Olson, Department of Communication, 1117 Cathedral of Learning.

TYPE II. RESTRICTIONS

Type II grants are not given for:

- travel for the purpose of attending conferences or symposia
- projects known to be lucrative commercial ventures
- dissertation research
- curriculum development
- travel for purposes of research that is otherwise funded
- materials or equipment which can be borrowed or are readily available locally
- typing of manuscripts

Library materials acquired under a grant are to be deposited in the University library when they are no longer needed for the project.

The University of Pittsburgh is an affirmative action, equal opportunity institution.