

# The DIETRICH School of Arts & Sciences Gazette

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**Dietrich School of Arts and Sciences  
Planning and Budgeting Committee  
Minutes from the September 24, 2013 Meeting**

**In attendance:** Dean N. John Cooper (Chair), Senior Associate Dean James Knapp, Associate Dean for Graduate Studies and Research Kathleen Blee, Associate Dean for Undergraduate Studies John Twynning, Associate Dean for Administration Dick Howe, Associate Dean of the College of General Studies Cristina Ruggiero, Executive Director for Staff Personnel and Senior Assistant Dean Michele Colvard, Director of Communications Carol Mullen, Senior Director of Undergraduate Studies Judith McConnaha, Professors Daniel Balderston, Luca Rigotti, and Andrew Weintraub, and Staff Representatives Linda Howard and Karen Lillis

**Not in Attendance:** Assistant Dean for Business Barbara Vattimo, Professors Scott Morgenstern, Nathaniel Rosi, and David Waldeck, and Staff Representative Mary Beth Conroy

## 1. Minutes of the meeting held on May 24, 2013

Dean Cooper presented the draft of the minutes of the meeting held on May 24, 2013. The minutes were moved, seconded, and approved.

## 2. Dean's Report (Dean N. John Cooper)

Tabled.

## 3. Dean's Report on Amendments to Bylaws and Governance Documents (Dean N. John Cooper)

The Dean reviewed with the Committee the process used to amend the Dietrich School Bylaws and governance documents. On May 21, 2013, the Dietrich School of Arts and Sciences faculty considered motions presented by Senior Associate Dean James Knapp and referred them to an electronic ballot. Instructions for the electronic ballot were both hand-delivered and e-mailed to Chairs and their assistants on June 11, 2013.

Reminders were sent to Chairs and their assistants on June 17th and to all voting faculty on June 24th. The voting deadline was July 15th. All five motions passed.

The Dean gave a summary explanation of the five motions:

- Motion #1 made Lecturers voting faculty within the Dietrich School as specified in our Bylaws.
- Motion #2 proposed amendments to the Bylaws that would ensure that NTS faculty are included on Dietrich School councils in a manner that is balanced across our three divisions of the Humanities, Natural Sciences, and Social Sciences.
- Motion #3 for the first time added to our governing documents general criteria for appointments as Lecturers and Senior Lecturers, and also criteria for a new working title of Lecturer/Master Teacher intended to enable recognition of the achievements of our most successful Lecturers through an appropriate promotion.
- Motion #4 involved amendments of our Statement on Departmental Governance to provide guidelines on departmental procedures intended to ameliorate confusion and recognize the proposed new status and responsibilities of Lecturers, Lecturers/Master Teachers, and Senior Lecturers, while understanding that the language should not be so prescriptive as to limit appropriate variation in practice across disciplines.
- Motion #5 modernized the language of the Departmental Procedures Concerning First Appointment to bring them into line with the customary expectation that faculty at whatever level vote on appointments at their rank or below, and that all tenured faculty have a departmental vote on appointments with tenure regardless of rank.

## 4. Report on the Budget (Dean N. John Cooper)

The Dean reported that although the Commonwealth appropriation is relatively stable, the operational budget has not improved and continues to be financially

constrained. He does not expect in-state tuition to increase significantly and commented on steps taken to increase freshman-to-sophomore retention. External grants and contract expenditures over the past fiscal year reached an all-time high, but in July and August expenditures had dropped.

#### **5. Filling NTS vacancies on Dietrich School PBC** (Dean N. John Cooper)

The Dean reminded the Committee of their ability to appoint or elect members to fill vacancies for interim terms and suggested that the newly created NTS vacancies on Council be filled in this manner for a one-year interim term until NTS members are formally added through the usual election process. Senior Associate Dean Jim Knapp noted that any member serving the one-year interim term will still be eligible for formal election. The PBC agreed to fill the three NTS vacancies on the committee for one-year interim terms.

The Dean presented a list of nominations made by Department Chairs and encouraged members of the PBC to use faculty lists provided to them at the meeting to nominate additional candidates. No additional nominees were suggested. Committee members voted and ballots were collected. Dean Cooper explained that he would contact the person with the highest number of votes from each division to verify that s/he would be willing to serve a one-year interim term.

#### **6. Other Business**

With no other business, the meeting was adjourned at 3:40 p.m.

**Dietrich School of Arts and Sciences  
Undergraduate Council  
Minutes from the October 22, 2013 Meeting**

**In attendance:** John Twyning (chair), Elizabeth Taylor (secretary), Jeff Aziz, Frank Beatrous, Rosemary Capo, Janelle Greenberg, Jeffrey Hildebrand, Andrew Lotz, Melanie Popa, Burcu Savun, Phil Smith, Nuwan Perera, Simrath Randhawa, Enoch Tse, Judy McConnaha (ex officio)

**Not attending:** Cecile Sun, Christel Temple, Anne Weis, Akshaya Arjunan

#### **1. Minutes**

Minutes from the meeting of October 8, 2013 were approved.

#### **2. New Business**

Dietrich School-UC reviewed a revised proposal to address the issue of low returns for online OMETS.

Existing courses approved to fulfill General Education Requirements

##### PS 1503 International Organization

- Foreign Culture / International – Global

##### PS 1514 Political Strategy in International

- Quantitative and Formal Reasoning

##### PS 1674 Politics of Global Inequality

- Social Science
- Foreign Culture / International – Comparative
- Foreign Culture / International - Global

**Dietrich School of Arts and Sciences  
Faculty Research Grants  
2014-2015 Competition**

The Faculty Grants Committee announces that support will once again be available in fiscal year 2014-2015 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 24, 2014, 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 24, 2014**. **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, 2014**; however, the research projects of grant recipients may begin before that date. For Type I grants, stipends will be included with July 31, 2014 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, Oscar Swan (Telephone: 412.624.5707, E-mail: swan@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, Oscar Swan, Department of Slavic Languages and Literatures, 1417 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, Oscar Swan, Department of Slavic Languages and Literatures, 1417 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.