

Dietrich School of Arts and Sciences Faculty Funding Opportunities

Application Guidelines

The Dietrich School Faculty Grants Committee will once again be reviewing applications and awarding funds for FY23-24.

The application deadline is Friday, January 30, 2024. Awards will be announced in the beginning of April. The Faculty Grants Committee cannot provide applicants with individual evaluations of proposals.

Opportunities for Research and Conference Organization

Major National Conferences @ Pitt

The Dietrich School offers one annual award of up to \$25,000 toward the cost of hosting and co-sponsoring the conference of a prestigious national or international learned society or disciplinary association to be convened at the University of Pittsburgh. Interested faculty should contact Associate Dean Hannah Johnson for an exploratory meeting. Requests and allocations would typically be expected to be made two or more years in advance of the conference date.

Other Symposia, Conferences, Performances

Competitive funds are available to support high-profile symposia, conferences, and performances in the Humanities and Social Sciences that will have an impact on faculty research and scholarship broader than what could be achieved by individual research allowances alone. The lead proposer must be a faculty member whose contract includes an expectation of research and publishing, but others can collaborate. We are especially interested in

soliciting applications from junior faculty, recently tenured faculty, and faculty who have not received funds from the previous Faculty and Research Scholarship Program.

The maximum amount to be awarded is \$15,000. All requests must confirm co-sponsorship of no less than 10% of the overall budget from one or more departments or programs. The key criterion in evaluating proposals is their broad impact on faculty research and scholarship. Priority will be given to high-profile symposia and conferences on topics of interest within and across Dietrich School departments and to proposals that outline plans to disseminate outcomes through scholarly products such as publications.

Requests for \$5,000 or more must include concrete plans to disseminate the outcomes of the proposed activity (e.g., publication in peer-reviewed journal or edited collection, other scholarly resource, recorded performance, podcasts, etc.).

A request for \$10,000 or more requires, in addition, that the proposal be sponsored by faculty from at least two departments, that the overall project budget equals at least twice the requested amount, and that matching funding has been committed or applied for by the time the proposal is submitted. In such cases, release of funds is contingent upon the successful raising of matching funds.

As approved by the Dietrich School Planning and Budgeting Committee on April 29, 2015, in order to ensure that funding is available for as many important projects as possible, you are asked to be restrained in budgeting for honoraria to outside speakers. As a guideline, we suggest that outside invited speakers at lectures or colloquia be

awarded honoraria of no more than \$400; in many fields, substantially lower or no honoraria are the normal practice. Higher amounts may be reasonable for a keynote speaker at a large conference or for particularly well-known creative artists, writers, or speakers.

Film and Media Studies-related requests should be directed to the Film and Media Studies Program, 624 CL, with an electronic copy to [Lisa Lang](#).

Funds cannot be used to support the following events.

- Visit of a single speaker, except in extraordinary circumstances;
- Departmental speakers' series (whether one-off or recurring);
- Events to mark the retirement of faculty members;
- Programming within existing international partnership agreements (e.g., travel by Dietrich School faculty or graduate students to international partner institutions, or visits by scholars from partner institutions);
- Equipment purchases;
- GSAs or research assistants paid hourly; and
- Honoraria for University of Pittsburgh employees

Application Procedure

Applications are invited online and require the following attachments.

- Full budget of expenses and income, reviewed and approved by the lead faculty member's departmental fiscal manager;

- One-page letter of support from the lead faculty member's Chair of Department, indicating the value they see in the proposal and how the proposed project will benefit Dietrich School faculty.

Proposals must be submitted through departments, but they may be prepared by and may benefit any reasonable group of Dietrich School faculty. Departments can submit unit-wide proposals and can aggregate a number of projects. Chairs' letters in support of requests for \$10,000 or more should reference the concurrence of the Chairs of collaborating departments.

Apply for a **Faculty Research Grant**. Proposals that are emailed or mailed will not be considered.

Opportunities for Summer Term Research Stipends for Untenured Faculty

Generously supported by the Oleon Family Fund, the purpose of this program is to enable Social Science and Humanities faculty members in the tenure stream to work full-time on research projects for a minimum of two consecutive summer months. Assistant Professors are eligible for one summer term research stipend (\$6,000) between the second summer following the start of their appointment to the faculty and the term in which they submit their tenure dossier. Assistant Professors considering an application for a summer term research stipend are welcome to contact Hannah Johnson, Associate Dean for Research and Faculty Recruitment, who is available to consult on research, publication, and grant and fellowship strategies.

We expect to allocate between five and seven summer research stipends per academic year.

Restrictions

Applicants must not be employed in any way in the summer term for which they are applying. Faculty members who have contractual obligations, including monies advanced for writing, or those engaged in traditionally compensated Third Term teaching or administrative assignments, or holding other University or sponsored research summer salary support are not eligible. Summer stipends are not awarded for projects known to be lucrative commercial ventures, nor for curricular development.

Application Procedure

Applications are submitted online. The application platform asks for basic information about the project, details about the applicant's previous funding history, and applications pending, or funding expected, for the same period of time and/or project. The application requires two attachments:

1. CV: maximum of two pages
2. Proposal Narrative and Bibliography in a single document

The Narrative should be no more than three pages, single-spaced, one-inch margins, and no smaller than 11-point font size. It should provide an intellectual justification of your project, conveying its key claims, ideas, objectives, methods, and work plan. A simple statement of intent and/or need is not sufficient. Do not assume specialized knowledge. Avoid technical terms or jargon. The narrative should address the following topics.

Research and Contributions

State the thesis or claim of the proposed project, describe its intellectual significance, and explain how the project will challenge, expand, or complement relevant studies in the field. Briefly outline your own related previous work, if applicable.

Methodology and Work Plan

Describe your method(s) and clarify the part of the project that would be supported by the summer stipend. Provide a work plan based on a full-time commitment for two consecutive months. If you do not anticipate finishing the project during the period of the summer stipend, discuss your plan and timeline for doing so.

For book projects, provide a brief chapter outline. For digital projects, describe the technologies you will use and/or develop. For projects involving data collection and/or analysis, describe your proposed methods and techniques. For edition or translation projects, describe the annotations or other scholarly apparatus that you aim to include. For scholarly or creative activity that will result in outputs other than books, articles, translations, editions, archaeological reports, or digital materials or publications, please describe your intended scholarly and/or creative resource.

Audiences

Describe your intended audiences and how the results will be disseminated.

Competencies, Skills, Logistics

Explain your competence in the area of the proposed project. If you are moving into a new

area of inquiry, explain your rationale and your qualifications to do so. If your study requires digital technology, other technical skills, or foreign languages, specify your level of competency. Describe where your study will be conducted, the research materials you will use, and – if relevant – arrangements for accessing institutions, archives, and collections that contain required resources.

Bibliography

The bibliography should be a 1-page, single spaced document that lists primary and secondary sources directly related to the project's substance and its theoretical or methodological approaches. Reviewers will refer to the bibliography to assess your knowledge of the subject area. Any standard format is acceptable.

No offprints, photocopies, tapes, or other examples of previous work should be attached.

Apply for a **Summer Term Research Stipend**. Proposals that are emailed or mailed will not be considered.

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

Questions about these funding opportunities should be directed to [Lisa Lang](#).

Dietrich School of Arts and Sciences Planning and Budget Committee Meeting Tuesday, November 7, 2023 3:45-4:45 PM 910 CL Conference room

Committee Members present: Dean Adam Leibovich (Chair), Associate Deans: Adriana Helbig, Hannah Johnson, Todd Reeser, Natasha Tokowicz, Jonathan Woon; Elected Members: Paula Kane, Jennifer Keating, Valerie Oke, Lara Putnam, John Stoner; Staff Members: Meg Caruso, Kristin Hopkins, Dylan Knapp-Scott; Dietrich School Graduate Student: Edison Hauptman, Need Patel, Christina Vega-Aleman

Committee Members not present: Elected Members: Andrew Zentner; Appointed Members: Russell Clark, Cynthia Croot, Laura Lovett

Resource Personnel present: Executive Director for Administration Jessica Hatherill, Executive Director for Financial and Physical Resources Patrick Cunningham, Sr. Executive Director of Development Tom Golightly, Senior Director for Undergraduate Studies and CGS Derek Fischer, Director of Executive Operations Lisa Lang, Director of Communication and Undergraduate Recruitment Carol Mullen, Senior Director of Budget and Finance Mathew Romick, Administrative Coordinator Z Taylor

Minutes

1. Welcome
Dean Leibovich welcomed the committee members and invited everyone to introduce themselves.
2. Role of the Planning and Budget Committee

Dean Leibovich explained the work that the Planning and Budget Committee (PBC) is responsible for and when the bulk of the work occurs. We are still transitioning to the new RESTART budget model and Chancellor Gabel is applying her own approach to the budget's governance. PBC members were informed that the results of last year's PBC survey have not been received from the CFOs office. There is also a chance that we will have a new format for submitting the School's strategic plan to the Office of the Provost.

3. Update on the Annual Budget

Executive Director for Financial and Physical Resources Patrick Cunningham described the process under the current budget model for submitting funding requests for various projects for the academic year. He explained that it will be different under the RESTART budget model – instead of requesting funding for projects, money will flow to the School, which covers its own expenses and pays for University services such as IT support, Facilities, etc.

Dean Leibovich informed the PBC that the budget that was passed by the State House of Representatives for next year includes approximately 7% for the four universities in Pennsylvania. The budget still needs approval by the State Senate.

Dean Leibovich said that the next PBC meeting will take place in early January 2024 with the date currently undetermined.

With no other business, the meeting was adjourned.

**Dietrich School of Arts and Sciences
Council Meeting
Wednesday November 15, 2023
2:30 PM – 3:30 PM
910 CL Conference room**

Council Members present: Dean Adam Leibovich (Chair), Associate Dean for Faculty Affairs Todd Reeser; Elected Members: Drew Armstrong, Robin Brooks, Laura Lovett, Marta Ortega-Llebaria, Brian Stewart, Jennifer Waldron, Andrew Zentner; Divisional Chair Representatives: Cynthia Croot; Graduate Student Representatives: Grace Naa Korkoi Amoah, Godspower Ubit; Student Government Board Representatives: Aleksander Bearden, Michelle Jaena Lerma

Council Members not present: Elected Members: Russell Clark, Jon Johnson, Kathleen Manukyan, Tymofiy Mylovanov, Liann Tsoukas; Divisional Chair Representative: Felix Germain, Steven Meriney

Dean's Office Personnel present: Associate Dean for Undergraduate Studies and CGS Adriana Helbig, Associate Dean for Research and Faculty Recruitment Hannah Johnson, Associate Dean for Equity, Faculty Development, and Community Engagement Natasha Tokowicz, Associate Dean for Graduate Studies Jonathan Woon, Executive Director of Administration Jessica Hatherill, Administrative Coordinator Z Taylor

Dean's Office Personnel not present: Senior Director for Undergraduate Studies and the College of General Studies Derek Fischer, Director of Executive Operations Lisa Lang

Minutes

Dean Leibovich welcomed the Council members and thanked them for attending.

1. Dean's Report (Dean Adam Leibovich)

Dean Leibovich reviewed the Dean's Report that was distributed in advance of the meeting. He asked for any additional feedback from Council members.

- The departments of Psychology and Economics were ranked among the top 50 undergraduate programs by the 2024 U.S. News & World Report Best College lineup. Psychology came in at 34, and Economics placed at 41.
- Tony Novosel, senior lecturer of History, was appointed as a Member of the Most Excellent Order of the British Empire (MBE) for his contributions to peace in Northern Ireland.
- R. A. Judy, professor of English, has been chosen as the 2023 recipient of the Truman Capote Literary Trust Award for Literary Criticism.
- Maria Anto, A&S '22 English Writing BA, Film and Media Studies minor, Children's Literature Certificate, received a 2023-2025 Erasmus Mundus Award, which will allow her to complete her master's in children's literature at the University of Glasgow in Scotland.
- The University of Pittsburgh Chapter of the American Chemical Society was awarded the 2022-2023 Outstanding Student Chapter award by the ACS.
- The Department of Music and the Jazz Studies Program hosted their 53rd annual Pittsburgh Jazz Seminar and Concerts

from October 30 through November 4. During the concert, long-time director of the Pitt Jazz Ensemble Ralph Guzzi was honored for his years of service to the Pitt Jazz Studies Program.

- College in High School, a National Alliance for Concurrent Enrollment Partnerships accredited program in the Dietrich School that allows students to enroll in college-level classes taken during their regular school day, is seeing an increase in enrollment and could enroll over 5,000 students this academic year.

2. Report from Dietrich School Undergraduate Council (Associate Dean Adriana Helbig)

Associate Dean Helbig presented the report. Council voted to accept the report with 13 accepting and 0 opposed.

October 19, 2023 - Undergraduate Council Meeting

Individual courses to fulfill new General Education Requirements

- ANTH 1576 Ancient Egypt
 - Geographic Region
- FR 1037 French(es) in Europe: Dialects in Dialogue
 - Geographic Region
- FR 1074 Plagues and Pandemics: Public Health in the Francophone World
 - Diversity
 - Geographic Region
 - Literature

November 2, 2023 - Undergraduate Council Meeting

Individual courses to fulfill new General Education Requirements

- ANTH 1700 Yoga in the Himalayas
 - Philosophical Thinking or Ethics
 - Cross-Cultural Awareness
- COMMRC 1073
 - Diversity
- FR 1035 Le Cinéma Franco-Belge Contemporain
 - Arts

Changes to Minors

- Chinese Heritage
 - Add CHIN 003 to the list of courses to fulfill the requirement to take one intermediate or advanced language course
- Chinese Minor
 - Allows students to take one CHIN language course, one CHIN culture course, and three other CHIN courses.
- Japanese Minor
 - Cross-Cultural Awareness Allows students to take one JPNSE language course, one JPNSE culture course, and three other JPNSE courses.
- Korean Minor
 - Cross-Cultural Awareness Allows students to take one KOREAN language course, one KOREAN culture course, and three other KOREAN courses.

3. Report from College of General Studies Council (Associate Dean Adriana Helbig)

Associate Dean Helbig reported that the College of General Studies Council has not met yet this academic year.

4. Report from Dietrich School Graduate Council (Associate Dean Jonathan Woon)

Associate Dean Woon presented the report. Council voted to accept the report with 13 accepting and 0 opposed.

November 7, 2023 Meeting

Associate Dean's Updates

Associate Dean Woon shared a reminder about the Medical Hardship Assistance Fund. He recently attended the Baranger Graduate Student Teaching Award lunch organized by the GSO, recognizing Vivian Feldblyum (Philosophy), Jonah Koetke (Psychology), Mariah Denhart (Biological sciences). Reviewed preliminary results of the PhD Skills survey and Generative AI Survey.

Assistant Dean's Updates

Assistant Dean Capo gave updates about the GSO's concerns about changes in health insurance. Reported that she gave a presentation with Jeff Aziz (Undergraduate Academic Integrity Officer) about academic integrity and generative AI at the full faculty meeting.

Discussion of Academic Integrity Code

Graduate Council reviewed the AIC in light of concerns about generative artificial intelligence and was asked to consider whether it adequately covers academic integrity issues that arise outside the classroom, such as between students and their advisors. Graduate Council recommends considering (possibly by Dietrich Council or an ad hoc committee):

- Adding a preamble that explains the purpose and goals of the AIC as not being punitive, but of mutual benefit to faculty and students as a foundational element ensuring academic excellence, in promoting equity and fairness, and as integral to professional development.
- Updating the AIC to use gender inclusive language.
- Making simple revisions that acknowledge artificial intelligence and other tools as sources (e.g., wherever the current AIC mentions unauthorized assistance from “another person”).
- Dividing responsibilities into three categories: Students, Instructors (which would include TAs and graduate student instructors), Advisors/Mentors (that clarifies responsibilities for academic integrity arising outside the classroom).
- Mentioning the avoidance of “self-plagiarism” as a responsibility. While there was disagreement about whether this should be included, out of concern that it could be overly broad and encompass the normal progression of ideas in one’s scholarly career, the Council agreed further consideration would be appropriate.

Discussion of Graduate Mentoring Award

The Graduate Council discussed and provided advice about revising categories (e.g., from untenured/tenured to junior/senior), defining eligibility criteria, and exploring ways to acknowledge mentoring of teaching as well as research.

Discussion of PBC Travel Grant

Graduate Council discussed budget constraints, relaxing some restrictions to broaden eligibility while prioritizing awards to new recipients, requesting more funding, and seeking new funding sources.

No formal actions were taken by Graduate Council

5. Selection of the Spring Full Faculty Meeting date (Dean Adam Leibovich)

Dean Leibovich presented three dates for the spring Full Faculty Meeting. Council selected March 19 at 2:00 p.m.

6. Other Business

Dean Leibovich invited Council members to raise other topics for discussion.

A Council member asked how the school could improve communication with the Office of the Provost. Council discussed possible avenues to explore.

Associate Dean for Faculty Affairs Todd Reeser brought to Council’s attention a discussion he had facilitated at a recent chairs and directors meeting on the promotion criteria for appointment stream faculty, particularly criteria for promotion from Teaching Associate Professor to Teaching Professor. Additional information gathering and opportunities for discussion will occur into the spring term.

With no other business presented, Dean Leibovich adjourned the meeting.