

# The DIETRICH School of Arts & Sciences Gazette

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**Dietrich School of Arts and Sciences  
Graduate Council  
Minutes from the September 20, 2013 Meeting**

**In attendance:** Kathleen Blee, Jerome Branche, Adam Brode, Lillian Chong, Jessica Isaac, Margaret Judd, Kris Kanthak, Linda Rinaman, Aisha Upton

**Not in Attendance:** Emma Freeman, Kathryn LeCroy, Edouard Machery, Andrew Zentner

## 1. Role and charge of Council

The Graduate Council reviews and approves curriculum, and advises the Associate Dean and departments.

## 2. Review of minutes from April 12, 2013

Minutes approved by the Council as submitted.

## 3. Associate Dean's Announcements

- a. Videoconferencing equipment has been set up in 5601 Sennott Square so departments can use Skype or similar programs for international student applicant interviews and for dissertation defenses and overview meetings in which one committee member has been approved to participate remotely by the Assistant Dean for Graduate Studies.
- b. The Graduate Studies office is involved in a pilot program for the Graduate Application Tracking System (GATS) which combines information from ApplyYourself and PeopleSoft. Departmental graduate admissions committees will be able to review applications online via a secure network.
- c. There has been a significant drop in the number of students completing OMETs since the system moved online. One of the concerns relevant to the Graduate Council is that graduate students need good OMET tracking for their own job applications. The Associate Dean encouraged Graduate Council members to make suggestions on improving the OMET process.

- d. Professional Socialization Forums for graduate students across the Dietrich School will be held throughout AY14, based on topic suggestions from DGSs and the GSO. The Associate Dean encouraged members of the Grad Council to share their ideas for topics and panelists for AY15 forums.

## 4. Select non-voting member of the Academic Integrity Board

Margaret Judd agreed to be the Academic Integrity Board President.

## 5. Discuss Instructions for TA/TF Reviews

Graduate Council reviews TA/TF training practices in two or three graduate programs each year. A faculty and student team from the Graduate Council meets with the chair and DGS, and conducts an open forum with the program's graduate students. The team writes a short report to the department and discusses this with the Graduate Council.

## 6. Select a department for TA/TF training review

Last April, the Graduate Council selected Psychology, Neuroscience, and Political Science for review; Political Science deferred until 2014-2015 because of recent revisions to its TA/TF policies and training plans. The Council agreed to review History and Philosophy of Science this year as the third department.

## 7. Select reviewers for TA/TF review

Margaret Judd and Adam Brode agreed to review History and Philosophy of Science; Lillian Chong and Jessica Isaac will review Neuroscience; and Jerome Branche, Kristin Kanthak, Aisha Upton will review Psychology.

## 8. Women's Studies Program name change

Todd Reeser, Director of the Women's Studies Program, submitted a request to change the name of the graduate certificates to "Certificate in Gender, Sexuality, and Women's Studies," which matches the proposed program name. The Graduate Council voted in favor of this proposed name change.

## 9. Report on September 17, 2013 UCGS meeting on programs with suspended admissions

The report on the outcome of the UCGS meeting was deferred because the UCGS did not deliberate or vote at the September meeting.

## 10. Policy Discussion Items

The Dietrich School Graduate Studies office conducted a pilot survey last spring to collect data on the job placement of students who graduated with a Ph.D. 3 years ago; this is meant to supplement the survey of graduating grad students 1 year out that is conducted by the Vice Provost for Graduate Studies and the Survey of Earned Doctorates that collects placement data at the time of graduation. The response rate for the pilot survey was high. The survey questions will be shared with the Graduate Council at the next meeting to receive suggestions before the next survey is conducted.

<p style="text-align: center;"><b>Dietrich School of Arts and Sciences Faculty Research Grants 2014-2015 Competition</b></p>
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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.