



Center for Teaching and Learning Information for Full-Time Faculty

Fall 2008

FACULTY FORMS

Annual Faculty Activity Report (AFAR)

AFAR provides a format for your individual annual reports to the Chair. Since the information submitted with this Report will provide the body of documentation considered in the process of annual faculty performance review, you must submit a copy to the Chairperson by April 15. The Dean will accept an Annual Report for consideration for a Recognition Award up to and including May 31. The final pages of the form suggest reportable professional activities which the Dean will consider in annual assessments as the basis for performance-based special payments. This form is available online, click Academics, then Office of the Provost, then Faculty Forms and Resources.

Personnel Action Form (PAF)

The PAF is the form used when full-time faculty apply for reappointment, promotion and/or tenure. This form is available online, and each fall the Provost's Office conducts sessions on the mechanics of filling out the form.

RESEARCH SUPPORT

Office of Grants and Sponsored Research

The Office of Grants and Sponsored Research provides counsel to faculty throughout the process of transforming a research idea or other special project (e.g., public service or training program) into a concrete request for funding, including step-by-step assistance in the development of the proposal and preparation of an appropriate budget. Faculty are urged to consult with the Office early in the planning of their proposal in order to acquaint themselves with all of the services available through the Office at ext. 6276. Website is <http://www.stjohns.edu/academics/centers/grants>

Summer Research Grants

Each college (except the Tobin College of Business) is allotted a fixed number of Summer Research Grants of \$7,000. These are competitive and are awarded to those who wish to spend a summer doing research rather than teaching. Applications are made available during the academic year for support for the following summer.

Seed Grant/Venture Capital Program

Twice per year, the University accepts applications to its **Seed Grant/Venture Capital Program**. This program funds pilot research to provide support for the development of projects and programs that have the potential to attract substantial external grant support to the University. The program will provide financial support for initiatives which further any one or more of the University's basic missions – education, research and/or public service. A typical award is \$5,000 for a six-month period. May and November application deadlines are announced in the Web Digest.

Research Reductions

Research reductions of one course per semester are available. The faculty member must demonstrate research productivity and must have a significant project. Principle investigators may buy back a course from grant funds through the University's Salary

Offset Policy. Application is made to the Dean through the Chair and Departmental Personnel and Budget Committee.

Research Leaves

The possibility of a research leave is available to a faculty member after 12 semesters of full-time teaching. The leave may be for a semester at full salary or two semesters at half salary. The faculty member is required to present a proposed program of research/development activity. Application is made to the Dean through the Chair and the Departmental Personnel and Budget Committee.

Departmental Colloquia

A number of departments sponsor monthly colloquia that feature research presentations by both University faculty and invited speakers. Individual departments can supply a list of their colloquia; presentations are also posted on the Web Digest.

Human Subjects, Animal Use and Safety Issues in Research

The University has an Institutional Review Board (IRB). Projects that involve humans as research subjects should be submitted for review and approval by the IRB. Dr. Jeffrey Olson serves as Chair of the IRB and can be reached at ext. 5705.

Projects involving the use of animals should be submitted to the University's Institutional Animal Care and Use Committee (IACUC) headed by Dr. Louis Trombetta who can be reached at ext. 6025.

Graduate Assistants and Fellows

The availability of fellows and assistants varies by department. The first priority for assignments is to assist in faculty scholarship. Assignments are made by the chair or graduate program director. The faculty member is responsible for mentoring the assigned fellow or assistant.

GRANT RESOURCES

St. John's Web Digest

To stay informed of workshop offerings, research related activities and updates on funding opportunities for faculty and students, read your Web Digest every day.

Sponsored Projects Information Network (SPIN)

From any campus computer, go to http://www.infoed.org/new_spin/spinmain.asp and search for funding opportunities, or sign up to get regular email updates of current opportunities in your field.

Faculty Workshops

These workshops are held on various topics related to research. Topics include the "Tools of the Trade" of proposal writing, as well as specialized topics related to running your sponsored project or finding opportunities and fine-tuning applications for fellowship funding. There is also information on the <http://www.grants.gov/> website.

The Foundation Center

The Foundation Center's Learning Lab contains a proposal writing short course. While it is geared to fundraisers and not the academic researcher, it provides basic information that can be adapted to all situations. Access it at <http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html>

A Guide for Writing a Funding Proposal

A Guide for Writing a Funding Proposal, by S. Joseph Levine, Ph. D., provides writing hints and examples for each of the major sections of a proposal: project overview, background information/problem statement, project detail, available resources, needed resources (including the budget), evaluation plan, and appendices. It also has a

wide array of links to other proposal writing resources. Its web address is www.learnerassociates.net/proposal

Grantsmanship Tutorial

The Albert Einstein College of Medicine's tutorial is designed to assist investigators as they prepare the grant proposal. This is a quick no-nonsense guide that most faculty investigators, regardless of discipline, would find useful. To access the tutorial go to www.aecom.yu.edu/ogs/Guide/Guide.htm

CENTER FOR TEACHING AND LEARNING PROGRAMS

The St. Vincent de Paul Teacher/Scholar Award

This prestigious award is given annually to a professor who has established a long record of continued excellence in teaching and scholarly achievements, which blends new ideas, research and developments into instruction both within and outside the classroom. Nominations are invited each fall from administrators, colleagues, students and alumni.

Teaching Excellence Awards

The Center for Teaching and Learning gives three other annual awards for excellence in teaching and scholarship. Full-time faculty members are eligible to receive awards for undergraduate teaching and graduate teaching. The third award for teaching excellence is given to a member of the adjunct faculty. Nominations are invited each fall from administrators, colleagues, students and alumni.

Faculty Growth Grants

The Center for Teaching and Learning awards grants of varying sizes to faculty members for teaching-related projects. All full-time faculty may submit proposals.

CTL Fellows Program

This program is structured as a **faculty learning community** in which the focus is on assisting faculty in developing the technological aspects of their courses. Faculty are provided with support from the eStudio and the University Libraries in working on their projects. Fellows serve for two years. Five new faculty are selected each year for the program through an application process.

PRINTING AND DISTRIBUTION CENTER

The Printing and Distribution Center, located in the ROTC building serves the Queens, Staten Island, Oakdale and Manhattan campuses. It is an all-purpose letter shop, complete Xerox facility, receivable goods facility, and print procurement department. The Xerox area produces everything from memos to bound books. Camera-ready original copy is a must. Books that are to be sold at the bookstore must be ordered at the bookstore only. Bookstore personnel will then forward the order to the Printing and Distribution office.

The print procurement department works with a variety of print suppliers to satisfy any customer needs. A job must start at the Office of Marketing & Communication, where experts will provide professional print specifications. Artwork, text, etc., must be "camera ready", or supplied on electronic media.

All jobs, print, Xerox or mail must have the proper work orders, completely filled out. An authorized budget administrator must sign the form and include a budget account number.

Hours of Service:

Fall and Spring Semesters	
Monday – Thursday	8:30 a.m.– 5:00 p.m.
Friday	8:30 a.m.– 3:00 p.m.
Summer Semester	
Monday – Thursday	8:30 a.m.– 5:00 p.m.

UNIVERSITY COMMITTEES AND ACRONYMS

The University has a whole alphabet of committees. The constitution and purpose of many of these is outlined in the University Statutes. The acronyms used on campus, however, can often sound like a secret code. We decipher some of them here:

UPC	=	University Personnel Committee
CPC	=	College Personnel Committee
P&B	=	Personnel and Budget Committee (each department/division has one)
EPC	=	Educational Policy Committee

Departments and/or divisions with both graduate and undergraduate programs have a GEPC and a UEPC.

LAFC	=	Liberal Arts Faculty Council of St. John's College
		For other colleges, the Faculty Council is a committee-of-the-whole.

PAF	=	Personnel Action Form
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These are filed each year by tenure-track faculty and faculty requesting promotion.

IT	=	Information Technology
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Some of the college acronyms are:

SJC	=	St. John's College
TCB	=	The Peter J. Tobin College of Business
CPS	=	College of Professional Studies

Other acronyms often used at the University are:

Q	=	Queens Campus
SI	=	Staten Island Campus
R	=	Rome Campus
O	=	Oakdale Site
M	=	Manhattan Campus
MSA	=	Middle States Association / our regional accrediting body
NOV	=	Notice of Vacancy
NOE	=	Notice of Employment