



***Associated Colleges of the St. Lawrence Valley  
Funding Announcement  
Proposals Due: March 8, 2019***

The Associated Colleges of the St. Lawrence Valley is now accepting proposals for Faculty Seminars and Faculty Student Dialogues *to be held in the 2019/2020 academic year.*

This RFP announces two programs:

1. Faculty Seminars
2. Faculty Student Dialogues

This funding is available for inter-university convenings around academic subjects.

Inquiries may be addressed to Kelly Bonnar, Coordinator of Faculty Programs for the Associated Colleges of the St. Lawrence Valley, at (315) 267-2027 or by email to [bonnarkk@potdam.edu](mailto:bonnarkk@potdam.edu).

**I. Faculty Seminars:**

The Faculty Seminars program provides up to \$1,000 to bring faculty from all four campuses together to exchange ideas, share scholarly interests, discuss curricular issues, promote faculty development, advance individual research interests, read works-in-progress, and on occasion to host a guest speaker.

This program is supported by the Chief Academic Officers of the Associated Colleges.

**Guidelines:**

The broad purpose of the faculty seminars is to bring faculty from all four campuses together to exchange ideas, share scholarly interests, discuss curricular issues, promote faculty development, advance individual research interests, read works-in-progress, and on occasion to host a guest speaker. Their formats vary with the needs and interests of each group as does the frequency of meetings. Seminars are funded on an academic year basis.

To be eligible for funding as an Associated Colleges faculty seminar, the group should include members from all four colleges. (Three-college seminars are possible, but four-college seminars will receive priority in the review and selection process.)

- Seminar funds may not be used to cover the cost of meals for members but may pay for meals of guest speakers (including faculty from Associated Colleges) and for light refreshments at meetings.
- To be funded by Associated Colleges of the St. Lawrence Valley, a seminar should include members from all four colleges. (Three-college seminars are possible, but

four-college seminars will receive priority in the review and selection process.)

- To retain the emphasis on members' research, speakers from outside the area generally constitute an occasional rather than regular feature of the seminar.

**To apply:**

Applications must be made in writing (hard copy or via email in pdf) and are due in the Associated Colleges office on or before **Friday, March 8, 2019**.

Include the following information in the letter of application:

- Title of seminar
- Name(s), phone number(s), department, and email(s) of the lead person(s) responsible for administering the seminar
- List of faculty (with college affiliation) who are participating in the seminar
- Description/purpose of the seminar (including seminar format)
- Number of meetings anticipated
- A budget of projected expenditures for activities proposed (i.e., costs for duplicating papers, expenses for speakers, meeting refreshments, etc.)

**NOTE: If you are applying for RENEWED FUNDING:**

Applications for renewed funding for a prior or existing seminar should ALSO include:

- Statement of the continuing value of the seminar to Associated Colleges members
- List activities and expenditures in the past academic year as well as average meeting attendance
- A budget for anticipated activities and expenses (i.e. costs of duplicating notices and papers; expenses of speakers; refreshments for meetings)
- Names of those members who regularly (rather than occasionally) attend

Submissions requesting renewal should be clearly labeled **Faculty Seminar Program Funding** and sent to Vicki Jacot, Associated Colleges, 288 Van Housen Extension, SUNY Potsdam, Potsdam, NY 13676 for mail delivery or to [acslv@potsteam.edu](mailto:acslv@potsteam.edu) for email requests.

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**II. Faculty/Student Dialogues:**

The purpose of the Faculty/Student Dialogues program is to bring students and faculty together from the four campuses to collaboratively discuss issues that they are studying in their courses. This goal is to provide students an opportunity to learn about their field of student or interest in a "context" other than the classroom, one that could be from an inter-disciplinary perspective.

Up to \$600 may be requested for academic seminars/conferences to be held during the 2019/2020 academic year.

This program is supported by the Chief Academic Officers of the Associated Colleges.

**To apply:**

Applications must be made in writing (hard copy or via email in pdf format) and are due in the Associated Colleges office on or before **Friday, March 8, 2019**.

Include in your letter of application:

- Name(s), phone number(s), department, and email(s) of the person(s) responsible for administering the seminar/conference
- List of faculty (with college affiliation) who will participate
- Title of Dialogue
- Brief description of Dialogue (including format) and its goals
- Description of how the dialogue relates to course/field content
- Discussion of how many students are likely to participate, and how they will be recruited
- A budget of projected expenditures for activities proposed (i.e., costs for duplicating papers, expenses for speakers, meeting refreshments, etc.)

Proposals should be clearly labeled **Faculty/Student Dialogues** and sent to Vicki Jacot, Associated Colleges, 288 Van Housen Extension, SUNY Potsdam, Potsdam, NY 13676 for mail delivery or to [acslv@potdam.edu](mailto:acslv@potdam.edu) for email submissions.

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