From the Provost

THE PROVOST’S OFFICE WISHES YOU A HAPPY HOLIDAY SEASON!

CALL FOR PROPOSALS: PRESIDENTIAL RESEARCH AWARDS GUIDELINES
To enhance research by Barnard faculty the proposed project should:

- Expand knowledge, probe new ground, and have the potential for major impact;
- Build upon a faculty member's record of productivity and creativity;
- Culminate in scholarly publication(s), with broader dissemination desirable as well—connecting Barnard to New York City, the nation, the world.

Total amount available: $100,000

Maximum amount per award: $50,000

Number of awards available: three to six per year

Eligibility: All full time faculty (on and off ladder) on continuing appointments; those who would be in their terminal year of appointment during the period of the award are not eligible.

Allowable expenses (up to 2 year budget):

- Travel
- Summer stipend (one, to maximum of $10,000) or top-off of an external fellowship (to maximum of $10,000); stipends and awards must include 8% for benefits
- Research, administrative, and/or technical assistance (including student support); add 8% for benefits
- Equipment and supplies
- Data purchase
- Up to one course release per award (at standardized adjunct rate of $7,500/course, whether department needs to replace the instructor or not)

Required supporting documents:

- Research or Creative Endeavor proposal not to exceed five (5) pages single spaced;
- Curriculum Vitae highlighting previous activities most relevant to project, not to exceed four (4) pages;
- Support letter from Department Chair to include acknowledgment of requested course release and a comment on curricular implications, as appropriate;
- Compelling argument for need;
• Statement situating the proposed research within the trajectory of applicant's professional development;
• Implementation/work plan including a projected timeline with expected dates of completion;
• Budget including descriptions and cost estimates of budget items.

Award process:
• The application and all supporting documentation must be received by 5:00 p.m., February 1, 2012. Applicants are invited to email Anja Santiago (asantiago@barnard.edu) before the due date to confirm receipt of the full application;
• Proposals are reviewed by Faculty Grants Committee; 5 to 8 recommended to President for selection of 3 to 6 awards;
• Recipients of Presidential Research Awards present a 5 minute overview of their project at the end of project term (TBD).

VIRGINIA G. GILDERSLEEVE PROFESSOR
The Virginia C. Gildersleeve Fund contributes to the intellectual life of Barnard College by bringing distinguished visiting scholars, preferably women from abroad, to the Barnard campus. Gildersleeve Professors typically come to Barnard for a single week in which they deliver the traditional public lecture, attend a dinner in their honor, meet classes or informal student groups, and participate in other activities arranged by the hosting academic department(s). Gildersleeve conferences may be presented in a variety of formats, such as symposia, panels, etc.

The Committee encourages early discussion within academic departments and programs of possible candidates and conferences. All departments are welcome to nominate, whether or not they have previously sponsored Gildersleeve Professors or conferences. Nominations are also welcome from Barnard alumnae. The Committee especially encourages joint sponsorship where a candidate or conference would contribute to the intellectual life of several groups or interests on campus.

Guidelines: Nominations for the 2012-13 Gildersleeve Professorship and/or Conference should be submitted to the Provost and Dean of the Faculty by February 15, 2012. Relevant c.v.(s), press clippings, etc. are needed for consideration. Please contact Angela Haddad by email: ahaddad@barnard.edu, if you have questions.

SNOW EMERGENCY INFORMATION FOR FACULTY:
http://barnard.edu/provost/resources/policies/snow

COURSE EVALUATIONS
Students are asked to complete the online course evaluations from December 5th through December 15th. As a reminder students who do not fill out their evaluations will have their grades blocked online until January 7th.

INCOMPLETES
You have authority to grant an Incomplete for a Barnard student who presents compelling reason for her inability to complete a paper or project. While faculty legislation allows for the extension until September 2012, we hope that you’ll establish a much earlier deadline. Both you and the student must sign the required 3-part form, to be obtained at, and returned to, the Registrar's Office. Please keep a
copy for your records. Columbia College and Engineering students must request Incompletes through their advisers at the Advising Center.

**FINAL EXAMINATIONS**
Required Reading Days: December 13-15
Exams: December 16-22

Please administer exams only during scheduled hours. A take-home exam may not be substituted for a scheduled 3-hour final unless permission has been granted by the Committee on Instruction.

Faculty legislation requires that “instructors or their delegated representatives remain in the assigned room for the duration of regularly scheduled examinations.” Delegates may be fellow instructors or laboratory or teaching assistants but not undergraduate students.

Blue books are available in the Purchasing Office or from departmental assistants. Please return unused books.

All students should begin work on exams at the same time; a student who is late may not have extra time. A student who wishes to leave before the end of the exam period must submit her blue books to you. If a Barnard student becomes ill during the course of the exam, her books must be given directly to you; she must then go to Health Services. If she has taken the examination for more than one hour in a 3-hour exam, or more than 40 minutes in a 2-hour exam, she should be graded on the work completed. If less time has passed, the grade should be DEF (deferred exam).

Graded examinations are to be kept on file for one year. A student who wishes to review her exam may do so in your presence. She is expected to return it to you.

**DEFERRED FINAL EXAMINATIONS**
Deferred final exams are permitted only in cases of disabling illness or emergency. They require your permission and that of the dean-on-call in the Dean of Studies Office, prior to the exam’s administration.

**SUBMISSION OF COURSE GRADES**
Procedure have been sent to you by Connie Brown. Please submit your grades online by the assigned deadline so that complete records will be available for the Committee on Programs and Academic Standing Academic Review.

**FACULTY RESEARCH GRANTS:**
For more info see the Provost’s website.

**SPECIAL ASSISTANT PROFESSOR LEAVE (SAPL):**
Those intending to apply for 2012-13 should contact Angela Haddad by email: ahaddad@barnard.edu.
SOFTWARE AVAILABLE FOR HOME, OFFICE, AND LAB
The following software titles are available for your home computer, Barnard-issued computer, and department computer lab. To request a license, please submit a Service Desk ticket at https://webhelpdesk.barnard.edu.

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<tr>
<th>Software Title</th>
<th>Operating System</th>
<th>Available For...</th>
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<tr>
<td>Adobe Creative Suite 5.5 Design Premium</td>
<td>Windows and Mac</td>
<td>- Home</td>
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<td>(includes Acrobat X Pro, Photoshop CS5 Extended)</td>
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<td>- Barnard-issued computer</td>
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<td>Microsoft Office 2011</td>
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<td>Microsoft Office 2007</td>
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LEHMAN HALL: NETWORK ACCESS ISSUE
BCIT is addressing a recent issue that caused intermittent network access in Lehman Hall, which resulted in the temporary loss of connection to gBear, eBear, and other network services. BCIT is improving our prevention of these issues, including upgrading network hardware that will restrict the impact of an intrusive device to a limited area and afford us a quicker response time.

BARNARD’S WIRELESS NETWORK
BCIT continues to expand the coverage of our wireless network, providing faster speeds and more reliable connectivity. For a list of locations having wireless coverage and for instructions on how to join Barnard’s wireless network, please visit http://www.barnard.edu/bcit/access/internet.

COMPUTING AND NETWORK ASSISTANCE
- Submit a Service Desk ticket at https://webhelpdesk.barnard.edu
- Send an email to: help@barnard.edu
- Call (212) 854-7172 (or extension 4-7172 from a campus phone)
- Visit BCIT on the first floor of Lehman Hall
"Ever wish your NSOP experience had come with a little more blatant, school-sanctioned hazing? Probably not, but had you matriculated as a Barnard Freshman between the years 1890 and 1927, that's just what you would have gotten in the form of 'Mysteries,' an initiation event perpetrated by the sophomore class on the freshmen early in the term. According to a news clipping found in one of the scrapbooks of Eleanore Myers Jewett, Class of 1912, Mysteries were 'instituted by the class of '93 as a means of damping the ardor of their overspirited inferiors,' and by 1910, when Myers Jewett sat on the Mysteries planning committee, their intent was to dampen spirits indeed."


IMATS
Reflections on Teaching with Technology: Tuesday, December 13th, 9:00 am - 3:00 pm in Sulzberger Tower North.

Barnard faculty members talk about their experiences teaching with technology in an informal setting. You can attend one session, lunch, or the entire event.
Full program details: http://tinyurl.com/reflections2011
(Optional) Registration: http://tinyurl.com/reflections-registration

LIBRARY
Extended exam hours
The library will be open 24/7 beginning Friday 12/16 and ending at 9pm on Thursday 12/22.

From Communications

COURSE PACK SERVICES
If you use course packs that are charged back to students, we are once again offering an easy on-campus system available to interested faculty. The Barnard Store has teamed up with Mail & Print Services to provide course packs at a lower cost to students than area copy shops.

If you need course packs that do not require additional copyright clearance and would like them printed and sold to students through the Barnard Store, please contact Alan Anderson at printing@barnard.edu. Course packs should be submitted in by January 3rd to guarantee completion by the start of term. Please email the number of pages, copies requested, and binding information if you would like an estimate in advance. Your department will only be billed for unsold copies.

From the Dean of Studies

ACADEMIC DIFFICULTY REPORTS
Thanks to those of you who have utilized the University-wide electronic academic monitoring system to notify us about students who are in academic difficulty. The system will be available to you throughout
the semester at https://www.studentaffairs.columbia.edu/adr/. These reports make a difference for a student who is floundering: Once we receive them, the Class Dean contacts the students, and we forward a copy of the report to her academic adviser for follow through regarding her options. Please do not assume that a student has dropped, or withdrawn from, your course if she stops attending. More often than not, she is experiencing some level of psychological distress.

THE MELLON MAYS UNDERGRADUATE FELLOWSHIP (MMUF) PROGRAM
MMUF encourages students with a demonstrated commitment to racial diversity to pursue academic careers. It provides opportunities for talented undergraduates to work with faculty mentors in research and other activities designed to encourage the pursuit of a Ph.D. in the humanities and sciences. Up to five Fellows, with a minimum grade point average of 3.0, are chosen in the spring of their sophomore year. Please encourage appropriate students to speak with Monica Miller (mmiller@barnard.edu) or Michell Tollinchi-Michel (currently on parenting leave; back in the spring: mtollinc@barnard.edu).

TOW RESEARCH GRANTS
Barnard has received a grant of $25,000 from the Tow Foundation to support senior thesis-related summer research projects that require travel, domestic or international. Juniors who wish to apply for funding must submit a proposal and a letter of support from a Barnard or Columbia faculty member by March 5, 2012. Please refer students who are beginning to think about thesis topics that require travel to Jim Runsdorf (jruns@barnard.edu).

END-OF-SEMESTER PROCEDURES FOR STUDENTS
Please read the copy of the e-mail memorandum explaining Incomplete and deferred final examination procedures, which will be sent to all students and to you during the coming week, and please don’t hesitate to call x47502 if you have questions about procedures.

ACADEMIC INTEGRITY
Please report allegations of academic dishonesty to the appropriate Class Dean: Aaron Schneider (x47709), seniors; Jim Runsdorf (x47512), juniors; Christina Kuan Tsu (x47589), sophomores; and Lisa Hollibaugh (x47430), first-years. For Columbia College, Engineering, General Studies, and Continuing Education students, please contact Sr. Assistant Dean of Judicial Affairs and Community Standards Jeri Henry (x41389; jh3079@columbia.edu).

Please call Mary Champion in our office (x42024) or me if you suspect plagiarism and wish to have a paper scanned through turnitin.com. We don’t want you to have to take time to track down sources.

ACADEMIC REVIEW
The Committee on Programs and Academic Standing review of students’ fall semester records (to determine appropriate action for those students whose records are unsatisfactory) will take place on Tuesday, January 10, beginning at 9:30 a.m. in the Ella Weed Room. If you’re interested in attending, your participation will be appreciated. If you’re concerned about a student and unable to be present at the meeting, please contact the appropriate Class Dean.

From the Office of Institutional Support

UPDATES
Please use the Budget Template that is available on our web page.
We’ve designed an Excel worksheet to save you time and effort in creating your budgets. We hope this tool will assist in the budget development process. The worksheet includes formulas and up to date information such as current indirect cost rate and fringe benefit rates. This will also help you anticipate potential questions, such as when you may need to include a subcontract. We think the worksheet will inevitably save a lot of time and catch potential errors early in the process. We would be happy to work with you to transfer your numbers into the template.

ARTICLE OF INTEREST
“Universities Continue to Increase Start-Ups and Commercialization of Research”

GRANT TIP OF THE MONTH
Instead of feedback, try "feed forward." This approach, put forth by Dr. Keith Yamamoto of the University of California, San Francisco, involves asking three senior colleagues to act as your "grant committee" and discussing your ideas for the application with them before starting the writing process. Next, write one page that includes three to five specific aims and discuss these with the committee before beginning to write the body of the application. Thus, by the time you tackle the bulk of the writing, the organization and content of your proposal have received fairly detailed scrutiny and critical consideration. (This was taken from 'Tips for New NIH Grant Applicants' from the National Institute of General Medical Sciences web page.)

UPCOMING FACULTY GRANT DEADLINES

General Interest
FOUNDATION FOR THE FUTURE GRANT
Deadline: Preliminary Applications due between January 1, 2012 and April 30, 2012

Humanities
FURTHERMORE PUBLISHING GRANT
Deadline: March 15, 2012

Sciences
DREYFUSS FOUNDATION SPECIAL CHEMICAL SCIENCES GRANT
Deadline: May 7, 2012 (Initial Inquiry), August 6, 2012 (Proposal Deadline)

For more new grant opportunities, please visit our Faculty Grants website.

Upcoming Events

‘Desire Across Borders’ : Love, Globalization, and Modern Marriage in Rural Mexico
A lecture by Jennifer Hirsh
Sulzberger Parlor, 3rd Floor Barnard Hall
Wednesday, December 7, 2011

Awareness Into Action 2: Speaking Out on the Environment
A student-produced leadership panel on environmental concerns
Julius Held Auditorium, 304 Barnard Hall
Wednesday, December 7, 2011
**Annual Candlelight Concert**
Performed by Barnard Music and Opera Hispanica
Union Theological Seminary, Broadway at 120th Street
Saturday, December 10, 2011

**Ubu the King**
Glicker-Milstein Theatre
12/8 & 12/9 at 8 PM, 12/10 3 PM & 8 PM

For upcoming events and more details see the [Barnard website](#).

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**Newsbriefs**

**Séverine Autesserre**, Assistant Professor of Political Science, was awarded the 2012 Grawemeyer Award for Ideas Improving World Order for her book *The Trouble with the Congo – Local Violence and the Failure of International Peacebuilding* (Cambridge University Press, 2010). She presented this book at a seminar organized by the Nordik Afrika Institute and the Swedish Ministry of Foreign Affairs in Stockholm, and she published a book précis and an author’s response as part of a symposium on the book in the *African Security Review*. She also presented her new research project, tentatively entitled *Peaceland – An Ethnography of International Intervention* in various venues: at a PRIO-PACSA conference in Cyprus in September, at the Barnard Center for Research on Women in November, and at the annual meeting of the African Studies Association in November. Earlier this year, she published the first article drawn from this project: “Construire la Paix: Conceptions Collectives de son Etablissement, de son Maintien et de sa Consolidation,” in the French scholarly journal *Critique Internationale*.


**Dina C. Merrer**, Associate Professor of Chemistry, gave an invited departmental seminar, “Dynamic Control of Carbene Additions to Strained C-C Bonds,” at Brigham Young University on November 1, 2011.