Siena College
Committee on Teaching and Faculty Development

INTERNATIONAL TRAVEL 2019 FACULTY FELLOWSHIP
INFORMATION & APPLICATION PACKET

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TIMETABLE

Memos concerning the deadlines for the International Travel Faculty Fellowship will be distributed via FSA Digest messages each year.

International Travel Faculty Fellowships:

Please note:

1) Carefully read the general information and the review guidelines for this fellowship. If you have any questions about the application, the appropriateness of your plans or your proposed project for this funding opportunity, please contact committee co-chairs: Emily Smith and Dan DiTursi (esmith@siena.edu; dditursi@siena.edu).

2) COTFD funding has become increasingly competitive. While special consideration will be given to first-time recipients, the quality, clarity, and completeness of each application also weighs heavily.

3) While you may apply for more than one fellowship or grant in different categories (Research, International Travel, Pedagogy) from the COTFD, you may receive no more than one fellowship and one grant per academic year. You must submit a separate application for each category. Projects submitted in the same academic year must be considerably different (i.e., please do not submit the same project to multiple categories).

4) The 2019 International Travel Fellowship can be applied toward any international travel undertaken between January 31, 2019 and January 31, 2020. However, funding for this fellowship will not be available until June 1, 2019.

5) If you receive an International Travel Fellowship, you may be asked to present on your travel experience at a future COTFD-sponsored event.
GENERAL INFORMATION:

The International Travel Faculty Fellowship provides up to $5,000 of travel support to full-time faculty for either research or pedagogical projects that will enhance and diversify international perspectives at Siena College. Travel is intended to facilitate a faculty member’s ability to share experiences unique to this culture with the Siena community both inside and outside of the classroom. While abroad, faculty members are encouraged to build a collegial network that may lead to international institutional linkages and/or future research opportunities.

International travel in its own right is not sufficient nor is simply attending or presenting at a conference or roundtable abroad. Appropriate faculty development activities while abroad may include but are not limited to: 1) engaging in research for which international travel is required; 2) participation in an international faculty development seminar; 3) a formalized opportunity for cultural immersion organized through a fieldwork program, agency, or institution other than Siena College; or 4) a formalized program designed to facilitate cultural awareness and knowledge. If the applicant proposes a pedagogical project, the proposal must demonstrate how this experience will be incorporated into a newly developed or preexisting course.

This fellowship is considered to be taxable income. However, a fellowship recipient can elect to have a portion of the award excluded from gross income if the funds will be used for reimbursable expenses such as travel, registration or program fees, and if the funds are deposited into a College account established by the Business Office. The budget for this award must be approved by the COTFD and requests for payment must be made in accordance with current College policies. More detailed information on this option for payment will be included with the award letter.

Award recipients are required to send an electronic summary, via a mechanism to be determined, describing fellowship objectives and how the goals of this international experience have been implemented. This summary, as submitted, will be posted online on the Committee on Teaching and Faculty Development (COTFD) website. Detailed instructions for writing this summary and the due date will be included with the award letter; due dates are typically in January of the following school year.
REVIEW GUIDELINES FOR THE INTERNATIONAL TRAVEL FACULTY FELLOWSHIP

Applicants who do not follow these guidelines risk having their application removed from consideration.

The International Travel Faculty Fellowship Review Subcommittee of the COTFD will use the following guidelines in reviewing the proposals:

1. The members of the COTFD who comprise the International Travel Faculty Fellowship Review Subcommittee will evaluate applications. Review Subcommittee members represent all Schools of the College; therefore, your application should be intelligible and convincing to faculty from any of the Schools.

2. Funds are awarded to support international travel for faculty who are adding or expanding cultural diversity in their research or courses. Funding decisions will be based on the completeness of the proposal and the clear demonstration of the connection between the international opportunity and the faculty member’s research and/or teaching activities at Siena in relation to the following criteria:
   a. Availability of a formalized opportunity for cultural immersion and access to new knowledge and experiences within that culture;
   b. Feasibility of the applicant’s plan to incorporate this knowledge and experience within a new or preexisting course and/or to share it with the broader Siena community;
   c. Inclusion of strategies to expand the internationalization of Siena College’s liberal arts education;
   d. Degree to which the applicant will bring new international perspectives to Siena, preferably from an underdeveloped, less developed, or underrepresented country.

3. All full-time faculty (as defined in the current Faculty Handbook) may apply for Summer Faculty Research Fellowships and Summer Faculty Research Grants. All awards are contingent on continued employment for the next academic year at Siena College. Thus, applications from full-time visiting faculty are welcome, but final approval will not be made until and unless the recipient has signed a contract for the next academic year.

4. Previous recipients of International Travel Faculty Fellowships are welcome to apply again. However, financial constraints may preclude applicants from receiving a fellowship for two consecutive years after receiving funding. For applicants who have received past funding, the committee will want to see evidence that the aid lead to scholarly productivity and dissemination appropriate to the applicant’s field.

5. Fellowship recipients are required to submit a summary to the Faculty Support Services Office. Failure to submit this summary by the deadline will have a negative impact on consideration for future awards from the COTFD.

6. Fellowships will not be awarded for:
   a. Travel undertaken before January 31, 2019;
   b. Previous training or faculty development;
   c. Travel that does not include a formal opportunity for faculty development outside the context of a conference or roundtable;
   d. Costs to travel to a Siena-sponsored course offering in a foreign country;
   e. Assistance to complete advanced degrees.
7. The Review Subcommittee reports its recommendations to the COTFD, which then forwards these recommendations to the General Faculty Committee for approval. Deliberations about funding decisions are confidential. However, to prevent duplication of awards across all funding sources on campus, the COTFD and other College funding committees will meet to discuss decisions.

8. The General Faculty Committee will notify applicants of funding decisions. All inquiries or appeals concerning fellowships should be directed to the General Faculty Committee, which will decide whether to request clarification or additional information from the COTFD.

APPLICATION PROCEDURE FOR THE INTERNATIONAL TRAVEL FACULTY FELLOWSHIP

The application for the International Travel Faculty Fellowship must include: 1) a completed cover sheet and 2) clearly labeled responses (by proposal section number) to each of the required proposal sections below. If an area is not applicable, write N/A and provide a brief explanation. For example, for proposal section #9, one could indicate, "No outside individuals or institutions are required for successful completion of this research."

In order to support a double-blind initial review (to the extent that such is possible in a small community like Siena) by the International Travel Faculty Fellowship subcommittee of the COTFD, please keep your proposal as described below anonymous. Your name and other information by which you can easily be identified should be included only on the cover sheet.

Your proposal should not exceed five pages in length, single-spaced, in 12-point font.

Proposal Sections

1. Abstract: Include a 250-word abstract of your International Travel Faculty Fellowship suitable for the lay reader. If a fellowship is awarded, this abstract as submitted will be posted online by the COTFD and used by Academic Affairs to promote awareness of international and pedagogically related activities at Siena College.

2. Identify your intended destination. Explain why you have chosen this location and describe how visiting this location will expand your knowledge and awareness.

3. Describe the formalized faculty development opportunity for cultural immersion and access to new knowledge and experiences in which you will participate.

4. If a pedagogical project, give specific examples of how you anticipate incorporating your formalized faculty development opportunity and any cultural immersion experiences into any preexisting or proposed course(s). Please describe specific course objectives and how your fellowship opportunities will enhance your ability to bring new cultural knowledge, awareness, and understanding to the classroom.

If a research project, give specific examples of why international travel is required, and how it will serve to expand your scholarly activity. Give as much detail as possible about the opportunities abroad that you would take advantage of, and how they could not be achieved without such travel.

5. Provide examples of how you will be able to share your new knowledge, awareness, and understanding of a culture with the broader Siena community.

6. Identify specific networking opportunities that will be available to you to build a collegial network that may lead to international institutional linkages and/or future research opportunities.
7. Describe the impact of this international experience on pedagogy and/or curriculum in your department and/or other departments of the College.

8. List any applications, contracts or awards for additional funding (internal or external) in relation to the proposed travel and faculty development opportunities requested through this fellowship.

9. If this project depends on the cooperation of outside individuals or institutions, specifically identify them and describe currently existing agreements.

10. Provide an itemized budget for anticipated expenses. Appropriate categories include but are not limited to airfare/travel expenses, lodging and other living expenses, immunizations, and Visa/Passport application fees. Be as realistic and accurate as possible. Please note: Funding will not be available until June 1, 2019.

11. List the titles and dates of all past awards from the Faculty COTFD. Briefly describe the results of your most recent award and how these results were disseminated (e.g. via conference presentations or publication).

**Formatting:**

Please read and follow the formatting guidelines carefully. Applications that do not follow these guidelines may be removed from consideration.

1. Your proposal must not exceed five single-spaced pages in length.

2. Your proposal must be single-spaced.

3. Your proposal should be in a standard, easy-to-read font such as Times New Roman.

4. Your proposal must be in 12-point font.

5. Your proposal should have one-inch margins on all sides of the page.

6. Your proposal should be carefully proofread.

**You will need to create a single PDF file including your signed cover sheet and the main text of the proposal.** Only the anonymous portions of your application file will be distributed to the subcommittee for initial review.

**Late applications will not be accepted.** Each year’s deadline will be posted on the COTFD website. Submit a as a single PDF file (including both the cover sheet and the main text of the proposal) through the EasyChair system as linked from the COTFD website. Your 250-word abstract will be entered as plain text on the submission form. Awards will be announced by the Chairperson of the General Faculty Committee.
# COVER SHEET

## INTERNATIONAL TRAVEL 2019 FACULTY FELLOWSHIP

<table>
<thead>
<tr>
<th>Date:</th>
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<tbody>
<tr>
<td>Name of Applicant:</td>
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<tr>
<td>Title of International Travel Faculty Fellowship Project (include intended location):</td>
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**Concurrent Submissions:** Please indicate if you are requesting funds from the following for the summer of 2019:

<table>
<thead>
<tr>
<th>COTFD Research Fellowships and/or Grants</th>
<th>Yes</th>
<th>No</th>
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<tr>
<td>COTFD Pedagogy Assistance Fellowships and/or Grants</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Diversity Action Committee Summer Fellowship</td>
<td>Yes</td>
<td>No</td>
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If you have received or you plan to request additional funds related to this project from any other funding source at Siena or from another institution or agency, please explain.

<table>
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<th>Have you previously received any summer funding from COTFD?</th>
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<td>If yes, provide the title of your latest funded project and the date of that funding.</td>
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**Employment Status:** (Please check one.)

| I will be employed by Siena at the time the funding will be awarded. |
| If yes, provide your title at the time the funding will be awarded. |

**Signature of Applicant**

**Date**

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