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## Part 2: Faculty Benefits and Support Programs

### Salary

Faculty salaries are reviewed annually. Recommendations on salary are made by the President to the Executive Committee of the Board of Trustees, and upon approval by the Board are reported to the individual faculty member no later than February 15. Such recommendations may be based upon scholarly achievement and performance as a teacher, and upon the financial capabilities of the College. There are no automatic advances in salary.

The College reports to Integrated Postsecondary Education Data System (IPEDS) conducted by the National Center for Education Statistics of the Department of Education. The American Association of University Professors now receives its information on faculty compensation from this survey, and publishes pertinent indices in its spring issue of the AAUP bulletin, *Academe*.

The following minimum salaries are in effect for 2010-2011:

Instructor	\$56,000
Assistant Professor	60,000
* Associate Professor	75,000
* Professor	89,000

\*In rank with tenure

## Benefits in Addition to Salary

The College provides all its employees, including faculty members, with an *Employee Handbook* that can be found online at <http://www.bates.edu/employee-handbook.xml> or obtained from the Office of Human Resources. The *Employee Handbook* is meant to supplement or complement the information provided in section of the *Faculty Handbook*.

Note that Faculty benefits do not include College insurance coverage on personal belongings, including books and equipment, held in faculty offices, library studies, classrooms, laboratories, or personal residences, including housing belonging to the College.

### Bates Flexible Benefits Plan

Bates College offers employees a Flexible Benefit Plan. This is a variation of a cafeteria plan that allows benefits to be provided on both a before and after-tax basis, or employees may opt out of a benefit and receive cash instead. All employees who are in a benefit status of half or more are eligible to participate in this plan. Benefits are prorated for those employees who are in a three-quarter or half benefit status.

The benefits that are provided under the College's Flexible Benefits Plan are as follows: health insurance, dental insurance, life insurance and accidental death and dismemberment insurance (AD&D), long term disability insurance (LTD), health care reimbursement account (HCRA), dependent care reimbursement account (DCRA), and the dependent care subsidy that is provided by the College.

### Benefits Eligibility for Faculty

Faculty benefits eligibility is based on 5 courses equivalents as equaling 1.0 FTE (full-time equivalent).

Full Benefits – consists of teaching more than 4 courses (or course equivalents) or more per academic year in any combination.

Three-Quarter Benefits - teaching 3.5 - 4 courses per academic year for an FTE between .67 - .825

Half Benefits - teaching 2.5 - 3 courses per academic year for an FTE between .50 - .66

Not eligible for benefits - fewer than 2.5 courses per year not eligible for Bates College benefits for an FTE between .00 - .49.

For faculty personnel the following apply: 1) Benefits are determined by the employment terms articulated in the faculty member's contract, and the employment terms are binding in regard to eligibility for benefits. 2) If the length of the contract is one semester only, and the teaching responsibilities are for 2.5 – 3 course equivalents, the faculty member receives full benefits for that semester. 3) If the length of the contract is one academic year, and the teaching responsibilities are for 2.5 – 3 course equivalents during any part of the academic year, the faculty member is eligible for half benefits of the contract as specified.

### Retirement Benefits

Bates maintains two separate plans providing retirement benefits, the Bates College Money Purchase Pension Plan (Bates College Pension Plan) and the Bates College 403(b) Retirement Plan (Bates College Savings Plan). In order to participate in the Bates College Pension Plan, or receive the 1% Match plan from the Bates College Savings Plan, the employee must be classified in a benefit status of half-time or more. All employees regardless of their status can contribute to the Bates College Savings Plan. If a non-benefit eligible employee exceeds 1000 hours in an employment year, he or she is eligible to participate in both the Bates College Pension Plan and receive the 1% Match on the anniversary of the employment year.

#### Bates College Pension Plan

Eligibility starts on the first of the month following one full calendar month of employment. The pension plan is a 401(a) defined contribution plan. Under this plan, employees are guaranteed a defined contribution into the plan and the employee directs the investment of his or her contributions. The college contributes on a calendar year basis, 6.7% on the first \$16,850 of base earnings and 11% thereafter. Every January the 6.7% rate resumes until earnings exceed \$16,850.

Employees must complete the required on-line enrollment to receive the benefit. Failure to complete the on-line enrollment procedures can delay contributions. Enrollment instructions are available in Human Resources.

Complete details of the pension plan are described in a Summary Plan Description provided to eligible employees. The Human Resources Office has more information.

### Bates College Savings Plan

The Bates College Savings Plan is a 403(b) Tax Deferred Annuity plan, which provides employees with an additional opportunity to secure future financial security for retirement. All employees are eligible to participate in the Bates College Savings Plan; to participate employees must complete the appropriate on-line enrollment and sign and return a Salary Reduction Agreement to Human Resources.

Because contributions to a 403(b) plan are automatically deducted from an employee's pay before federal and state tax withholdings are calculated, the employee saves tax dollars now by having their current taxable income amount reduced. These contributions are not exempt from Social Security or Medicare taxes. Employees can elect either a flat dollar amount or a percent of their earnings. Enrollment instructions can be obtained from the Human Resources Office.

The amount that an employee may contribute to the Bates College Savings Plan is limited each year by law.

As an incentive to participate in the Bates College Savings Plan, the College matches eligible employee's contributions up to 1% of the employee's salary.

To be eligible for the match, the employee must be enrolled in and contributing to the Bates College Savings Plan. Eligible participation starts on the first of the month following one full calendar month of employment.

Complete details of the Bates College Savings Plan are described in a Summary Plan Description provided to eligible employees. The Human Resources Office has more information about the Bates College Savings Plan.

### Flexible Spending Accounts

Bates provides Flexible Spending Accounts (FSA) that allow employees to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket expenses. Participation in the Health Care Reimbursement Account and/or the Dependent Care Reimbursement Account is optional. Employees desiring to participate in a FSA must enroll/reenroll each plan year. This benefit is available to faculty and staff who are classified in a benefit status of half-time or more.

Flexible spending accounts can be used to pay for predictable non-reimbursed health care and dependent care expenses during the plan year for which the account was created. Through the use of an FSA, employees may be able to reduce their taxable income.

Bates provides dependent care assistance to employees who are classified in a benefit status of half time or more. To participate in the Bates College Dependent Care Subsidy, the employee must contribute a minimum of \$100 in a Dependent Care Reimbursement Account. The subsidy is provided to help offset the costs of dependent care to employees in maintaining employment. The amount of the subsidy varies based on the number of eligible dependents and total household income. The Dependent Care Subsidy benefit is prorated for employees who work less than full time.

Contact Human Resources for more information about the Flexible Spending Accounts and the Dependent Care Subsidy.

### Travel Accident Insurance

Any Full-time member of the faculty traveling on College business, which includes professional meetings, is covered against accidental injury or death up to the amount of \$250,000.

### Rowe Fund (Educational Assistance for Children of Employees)

The following describes the Harry W. Rowe Tuition Grant Fund Program (the Rowe Fund), which is provided by Bates College for its employees on behalf of their children attending college.

**ELIGIBILITY AND PARTICIPATION.** Assistance from the Rowe Fund toward tuition for dependent children is available to each active or retired full-time faculty, administrative staff, and support staff member (or two persons sharing a single full-time employment appointment treated as a single full-time employee) who has met the applicable service requirement at Bates College. An active employee is one who is either employed as defined above or is on authorized

leave, not exceeding one year in duration and from which the employee will return to full-time employment. For purposes of this program, a retired full-time employee is one who separates from full-time employment by the College on or after 1 January 2000, and does not continue in the workforce.

Effective 1 January 2000, Rowe Fund assistance is extended to the dependent child or children of an active, retired, or deceased full-time member of the faculty, administrative staff, or support staff who has met the applicable service requirement, and whose date of death occurs on or after 1 January 2000.

**SERVICE REQUIREMENT.** For a faculty, administrative staff, or support staff member employed on or before 30 June 1988, eligibility for participation begins after two years of consecutive service. For a faculty, administrative staff, or support staff member starting employment after 1 July 1988, eligibility for participation begins after five years of consecutive service.

**BENEFITS AVAILABLE.** Bates College will provide tuition assistance at Bates or at any fully-accredited baccalaureate-degree granting institution on behalf of an eligible employee for the purpose of undergraduate educational assistance for dependent children. For more information, please consult the *Employee Handbook*, Section 336 (formerly Section 331).

### Temporary Medical Disability Leave

In compliance with the Family and Medical Leave Act of 1993, the College grants faculty members leaves of absence in the case of temporary medical disability. The dean of the faculty considers leave requests, and recommends to the president to grant leaves, recommends that they be paid or unpaid, and recommends allocations for course replacements during the period of the leave based on department/program need.

To request a temporary medical disability leave, the faculty member must submit a written request to the dean of the faculty. A Temporary Medical Disability Leave Physician Information Form, available from human resources, must also be completed by the attending physician and sent to the human resources office.

The chair of the appropriate department or program and the chair of the appropriate division(s), in consultation with the dean of the faculty, will propose arrangements for the faculty member's classroom responsibilities.

The faculty member's position will be held open at least for the term of appointment specified in the current contract under which he or she was serving at the time of the disability. If the faculty member is tenured, the position will be held open for at least two years. A faculty member returning from a medical leave must submit a return to work authorization from his or her attending physician, usually in the form of a letter, which includes any limitations or restrictions.

Any member of the faculty who is unable as a result of a scheduled disability fully to meet his or her teaching obligations for a continuous period in excess of three weeks during a semester will, unless otherwise agreed between the faculty member and the dean of the faculty, be deemed disabled for the remainder of the semester and paid disability benefits for the entire period.

In the case of an extended leave for reasons of medical disability, full salary will be continued as specified in the faculty member's current contract, for up to six months. After six consecutive months of certified disability during which the benefits-eligible faculty member is unable to return to work, the faculty member may become eligible for a long-term disability insurance plan benefit. The plan provisions are such that after six months of total disability, payments of 60% of normal salary or wages, less any payments from Social Security, are paid monthly. The minimum monthly payment is guaranteed to be the greater of \$100 or 10% of the monthly benefit before deductions for other income benefits. The LTD program will also continue contribution to the eligible employee's pension plan. Details are available in the human resources office.

In the case of a *scheduled* disability leave, including one for childbirth, the faculty member must discuss plans with the department or program chair as soon as possible so that arrangements can be made to find a replacement to teach any course deemed essential to the department's curriculum. The semester in which the leave occurs shall be the two-course semester. In some cases, a faculty member may request a reduced teaching load due to a medical disability. In these cases, the teaching load and compensation are adjusted according to the circumstances of the situation, in consultation with the dean of the faculty.

When a half-year leave of absence is granted in combination with a disability leave, that year does not count toward the probationary period for tenure or toward years of service for determining promotion or other employment benefits.

## Faculty Parental Leave

Faculty Parental Leave is a paid leave associated with the birth of a child or the adoption of a child in the full-time care of a member of the faculty.

**ELIGIBILITY.** The faculty member must be the birth or adoptive parent, or the spouse or domestic partner of such a parent. The faculty member requesting the faculty parental leave must be in a full-time, tenured/tenure-track or multi-year position with a minimum of one academic year of service immediately preceding the leave period. If both parents are employees, only one may access the paid benefits of this policy.

A minimum of 30 days notice is required to receive this benefit.

**COMPENSATION.** A full-time faculty member who meets the eligibility requirements may request a Faculty Parental Leave that relieves that faculty member of duties for the semester, provided it is the semester when the teaching load is two courses, or Short Term, without loss of salary or benefits. This leave does not assure that the faculty member's courses will be replaced.

**LENGTH OF LEAVE.** Parental leave is granted for one semester or Short Term. The parental leave may be taken in the semester or Short Term of or immediately following the birth or adoption but the leave cannot bridge semesters. Parental leave is considered time used for any legally required time away from work. For example, it runs concurrently with Family Medical Leave Act or any other related leaves for which the employee is eligible.

Eligibility and length of leave under this policy will be determined by the dean of the faculty and the director of human resources with consideration to individual circumstances.

Those having questions regarding benefits should inquire at the Human Resources Office.

## Information for Non-U.S. Nationals in Faculty Positions

Teaching and learning at Bates are greatly enhanced by diverse perspectives and life experiences of faculty and students. The College welcomes international faculty of high qualifications, and assists faculty members whenever possible in securing visas and permanent residency.

The Office of the Dean of the Faculty requires non-U.S. nationals teaching or hired to teach at Bates to pursue measures necessary to ensure that they can live and work in the United States legally. The non-U.S. national who has secured a faculty position must:

- 1) maintain current legal status in the appropriate visa category and notify the College of any anticipated change of status. Normally non-U.S. faculty members work at Bates on F-1 student visas (optional practical training), H-1B visas, TN (Trade NAFTA) visas, or J-1 exchange visitor visas. NOTE: J-visa holders changing their visa to an H-1B visa must verify that they are not subject to the two-year foreign-residency requirement;
- 2) maintain a current passport and ensure his/her ability to travel outside of the United States and return legally in time to fulfill his/her teaching obligations to the College, and provide the dean of the faculty's office with a photocopy of every new I-94 form (front and back);
- 3) initiate his/her own permanent-residency petition if appropriate (tenure-track faculty members are expected to seek permanent residency as soon as possible after beginning their service to the College). NOTE: The filing of the first part of this application *must* be completed within a *limited* time period (currently eighteen months) from the date the faculty member is *selected*;
- 4) manage all immigration matters pertaining to dependents;
- 5) bear all expenses associated with immigration matters, including the compensation of immigration attorneys except fees associated with Labor Certification (PERM);
- 6) consult with the dean of the faculty before accepting salaries, stipends, or honoraria from any other institution, so that full compliance with U.S. Citizenship and Immigration Services (CIS) and Department of State (J-visa program) regulations will be guaranteed;
- 7) inform the dean of the faculty's office when he or she travels outside the United States (J-visa holders and those with permanent residency pending);
- 8) inform the dean of the faculty and the director of human resources as soon as U.S. permanent residency is secured;
- 9) maintain and renew the lawful permanent residency authorization ("green card").

Faculty members may be required to register with the CIS if they are citizens or permanent residents of certain countries identified by the CIS as requiring registration. The dean of the faculty's office can provide information.

In its efforts to assist faculty members with alien visas and immigration matters, the College will:

- 1) prepare documentation for J-1 exchange visitor visas in the SEVIS database;
- 2) provide general information about H-1B visa and permanent-residency requirements;
- 3) provide information necessary for the preparation by the foreign national's legal counsel of a Labor Condition Application to the Department of Labor on behalf of the faculty member (required for an H1-B visa).
- 4) generate documentary materials as required to assist in the submission of a Labor Certification Application (PERM) required within eighteen months of hire so that it is on file if the faculty member ever decides to apply for permanent residency;
- 5) assist with supporting documentary evidence (such as copies of contracts, letters of support from the dean or department chair, etc.) as required;
- 6) provide a list of immigration attorneys available to assist non-U.S.-citizen faculty members at the faculty member's expense. NOTE: The College requires that faculty members retain attorneys with a specialty in immigration law, since general-practice attorneys are not always apprised of the frequent and complex changes in immigration regulations;
- 7) pay government filing fees to the CIS or U.S. Department of State for employer-based visa petitions, except when the College is required by law to pay these fees.

For additional information concerning non-U.S. nationals in faculty positions and guidelines for bringing exchange visitors (teaching assistants, short-term scholars, speakers, or visiting faculty or learning assistants) see website <http://www.bates.edu/Visa-Guidelines.xml>.

## Optional Plans Leading to Retirement: Program for Tenured Faculty and Physical Education Faculty

This program provides optional plans through which the College and a faculty member holding a tenured appointment and having at least fifteen (15) years of service to the College, or a full-time physical education faculty member with an ongoing appointment and having at least fifteen (15) years of service to the College may bring about a voluntary termination of the individual's tenured or multi-year faculty appointment. The specific terms of separation are set forth in a letter of agreement between the individual faculty member and the College.

The faculty members mentioned above are eligible until July 1 of the year in which the faculty member reaches Full Social Security Retirement Age to select on the options available leading to retirement. For more information, see <http://www.bates.edu/faculty-retirement-option.xml>. These options are open indefinitely, but may be withdrawn or amended by the College at any time. A one-year notice is given of significant changes to the policy.

## Faculty Emeritus/Emerita Guidelines

### Eligibility

Generally, members of the faculty with 15 years of service to the College are eligible to be considered for emeritus status on retirement. In those unusual circumstances when a member of the faculty who has served for fewer than 15 years is recommended for emeritus status, consideration of contributions might include: leadership positions such as chair of a department, program and/or faculty committee, significant contributions as teacher and/or a scholar, or unique contributions to the curriculum.

### Process

For teaching faculty:

- 1) The department/program chair(s) or the dean of the faculty (after consulting with the senior members of the department/program) generally initiate recommendations for emeritus/emmerita status.
- 2) Recommendations should include a curriculum vitae and a summary of the candidate's achievements.
- 3) Recommendations are made to the dean of the faculty for consideration by the appropriate personnel committee, which makes recommendations to the president for final decision by the Board of Trustees.
- 4) Emeritus rank of a teaching faculty is always raised to full professor except in the case of senior lecturers and lecturers.

For deans, the chief financial officer, the registrar, the librarian, and the principal assistant librarian:

- 1) Recommendations are initiated by the candidate's administrative superior.
- 2) Recommendations include a curriculum vitae and a summary of the candidate's achievements.
- 3) Recommendations are made to the president for final decision by the Board of Trustees.

For the president:

- 1) The president is granted emeritus/emmerita status by action and at the discretion of the Board of Trustees.

### Eligibility Associated with Emeritus Status

Faculty with emeritus status:

- are listed in the *College Catalog*;
- receive identification cards permitting faculty library privileges and access to athletic/recreation facilities;
- are listed in faculty directory;
- are invited to process in the ceremonial occasions of the College;
- receive email access;
- receive campus-wide publications and announcements;
- receive a college parking tag;
- use official stationery when called on to act as reference for former students and colleagues or any other similar service;
- retain any special professorship title.

## Program in Support of Faculty Development and Research

Members of the faculty are expected to continue their professional development through participation in scholarly organizations, research, publication or other professional writing, or other professional activity appropriate to their disciplines. Annual reports of such development are made to the dean of the faculty, and become documents in the deliberations of the committees on personnel. In partial support of faculty professional development, the College provides certain programs cited below. These programs are contingent upon the financial resources of the College. Faculty members' concerns for professional development opportunities should be shared with the dean of the faculty.

Faculty members who are applying for research support from the federal government should refer to procedures listed under *Miscellaneous Information* in this handbook.

### I. Leaves and Release Time

Members of the faculty who are on the tenure track or tenured, or who are in ongoing lectureship positions (see below), are eligible for professional leaves to carry out specific curricular projects or scholarly work. Such leaves are granted by the College upon application (see below), with the approval of the president, upon recommendation from the dean of the faculty. All leaves shall be compatible with basic curricular obligations of the departments and program. *All half-year leaves must be in the semester when the teaching load is two courses.*

To be eligible for paid leaves, faculty members shall be teaching full time in the College for no fewer than three consecutive years between leaves of any kind. Exceptions are granted for medical disability and parental leaves.

#### A. SABBATICAL LEAVE

A faculty member becomes eligible for a first sabbatical after an award of tenure and a period of twelve semesters of full-time teaching at Bates. The faculty member typically notifies the dean of the faculty's office in the thirteenth semester of service (this is during the fall following the granting of tenure) of the intention to apply for a sabbatical to be taken during the eighth academic year. The faculty member thereby receives the initial sabbatical following fourteen semesters of service or in the eighth academic year. Following the initial sabbatical, a faculty member is eligible for sabbatical leave after each twelve semesters of full-time teaching at Bates. For personal or departmental reasons, a sabbatical leave may be deferred up to four semesters without the loss of any credit toward the next sabbatical. For deadlines and guidelines and for information on leaves for lecturers, see <http://www.bates.edu/Sabbatical-Leaves.xml>.

#### B. LEAVE OF ABSENCE

For purposes of professional development, members of the faculty may apply for leaves of absence. When a leave of absence is required to accept a postdoctoral fellowship or other research grant, the dean of the faculty must approve of the application for the fellowship or grant prior to its application deadline. When a leave of absence is granted, any contractual agreement between the faculty member and the College is suspended during the period of leave. Faculty members granted a leave of absence are expected to return to the College. For deadlines and guidelines, see <http://www.bates.edu/leave-absence.xml>.

#### C. PRE-TENURE LEAVE

An assistant professor on the tenure track is eligible for a one-semester leave with pay and benefits after three years of full-time teaching in the College, subject to certain conditions. The purpose of this pre-tenure leave is to support specific curricular projects or scholarly research. Some faculty may apply for a Whiting Teaching Fellowship to support full salary and benefits for an additional half year leave. For deadlines and guidelines, see <http://www.bates.edu/Pre-Tenure-Leaves.xml>.

#### D. COURSE REDUCTION FOR FACULTY AND CURRICULAR DEVELOPMENT

Members of the faculty may apply for a one-course or course-equivalent reduction in their regular teaching obligation during the two-semester period of an academic year. These may be applications for course development, unusual teaching arrangements and strategies, or other projects related either to the planning or implementation of improvement in teaching. Alternatively, applications may concern specific research projects. Selection is made by the dean and the division chairs. Even when the faculty member receives support from internal or external funding, an application must be made through the dean of the faculty. For deadlines and guidelines, see <http://www.bates.edu/Course-Reductions.xml>.

## II. Grants, Professional Travel Allocations, and Other Support for Research

In an effort to encourage faculty research and professional development, and to cultivate a spirit of intellectual curiosity among students, the College offers a number of intramural research and curriculum development grants to faculty each year. The most complete information, guidelines, and application forms, when applicable, can be found on the dean of the faculty's office website (<http://www.bates.edu/Research-grants.xml>).

### A. THE BATES FACULTY DEVELOPMENT FUND

The Bates Faculty Development Fund supports faculty scholarship, curriculum development, and teaching enhancement projects. The Fund includes the pooled assets from a number of faculty development endowments and grants, including the **Research Indirect Cost Reserve Fund** and Professional Development Grants (leave support); The President's Fund (faculty and curricular development); The Kathleen Curry Akers '41 Fund (sabbatical leave support); The McGinty Faculty Research Fund (humanities); The Roger C. Schmutz Faculty Research Grants (all disciplines); The Philip J. Otis Faculty Curricular Development Grants (courses pertaining to the environment); The Richard Sampson Faculty Support (support scholarly work of the mathematics faculty). This pooled fund requires only one application. Other grants, including Phillips Fellowships, Summer Research Apprenticeships, and INBRE grants have separate application processes. Grants of \$500.00 to **\$10,000** are made through the Bates Faculty Development Fund; most awards average about **\$3,500**. All faculty are eligible to apply for Bates Faculty Development Grant support, though if funds are limited, preference in funding may be given to tenured or tenure-track faculty or long-term lecturers.

Full guidelines and the application instructions may be found on the dean of the faculty's website (<http://www.bates.edu/Bates-Faculty-Development.xml>).

### B. PHILLIPS FELLOWSHIPS

Funded by the endowment established by Charles Franklin Phillips, fourth president of Bates, and his wife, Evelyn M. Phillips, Phillips Fellowships award excellence among Bates' scholar-teachers. The fellowships are designed to provide an opportunity for faculty members to gain an academic year leave at their full base salary in order to pursue significant scholarship. Fellowships include support for the replacement of the faculty recipient and up to \$4,000 during the fellowship year for travel expenses to research venues through expense reimbursement. Two or three Phillips Fellowships are awarded annually. President and Mrs. Phillips were eager to provide opportunities for Bates faculty to interact with leading scholars in research venues beyond Bates; projects that take the scholar away from Bates are expected. For deadlines and application guidelines, see <http://www.bates.edu/phillips-faculty-fellowships.xml>.

### C. ENHANCED SABBATICAL PROGRAM

To encourage faculty scholarship and professional development, the College, with support from The Andrew W. Mellon Foundation, offers the Enhanced Sabbatical Program on a competitive basis. Tenured faculty and senior lecturers may apply for a full-year sabbatical at 80% pay. To be eligible, applicants must submit at least one application for funding outside the College. For deadlines and application guidelines, see <http://www.bates.edu/sabbatical-funding.xml>.

### D. WHITING TEACHING FELLOWSHIP

The Whiting Teaching Fellowship, funded by the Mrs. Giles Whiting Foundation for pre-tenure assistant professors whose work is in the humanities underscores the fundamental relationship between excellent teaching and robust scholarship. The basis of the award is the excellence in teaching, and the funding is to be used to support the faculty member's scholarly endeavors.

The Whiting Teaching Fellowship supports full salary and benefits for a half-year leave. Preference is given to proposals that link the Whiting Teaching Fellowship to a pre-tenure leave so that the Fellow may receive a year's leave at full salary. Eligibility is after three consecutive years of full-time teaching. Neither the Whiting Teaching Fellowship nor a pre-tenure leave may occur during the year the faculty member is reviewed for tenure. For a fuller explanation, deadlines, and guidelines, see <http://www.bates.edu/whiting-teaching-fellowship.xml>.

## E. SUMMER RESEARCH APPRENTICESHIPS

Each year the College awards up to five Summer Research Apprenticeships for Bates students to participate in research projects under the direction of College faculty working in all disciplines. Each grant provides a stipend for the student and support to cover room-and-board expenses. Faculty members may apply for their research projects to be supported through summer grants to qualified student participants. Preference is given to projects that would otherwise have no student involvement. These grants are competitive. Full guidelines, application procedures, conditions, and reporting requirements are available on the website (<http://www.bates.edu/Summer-Research-Apprenticeships.xml>).

## F. INBRE GRANTS FOR FACULTY AND STUDENT SCIENTIFIC RESEARCH

Through support from a major grant to a consortium of Maine institutions from the National Institutes of Health, the College makes funds available to faculty and Bates students for the pursuit of research involving molecular and cell biology related to comparative genomics. Eight grants will be awarded in 2011. Two types of research opportunities are currently available through this program:

### 1) INBRE Faculty/Student Projects

For one science faculty member and up to two students. The project budget, including student stipends, student housing, travel, equipment and supplies, cannot exceed \$7,500. Faculty/student projects may take place for eight to ten weeks during the summer, or may extend from the summer into the next academic year; project budgets should reflect research schedules. Full guidelines, application procedures, conditions, and reporting requirements are available on the dean of the faculty's office website (<http://www.bates.edu/INBRE-Student-Faculty-Research.xml>).

### 2) INBRE Undergraduate Research Assistant Grants

Through support from the INBRE grants to Bates, the College makes funds available to faculty who wish to hire student research assistants in math and the sciences during the academic year. Proposals are considered as received. See <http://www.bates.edu/INBRE-undergraduate-research-assistant-grant.xml> for more information.

## G. BARLOW FUND GRANTS

The Barlow Endowment for Off-Campus Study supports a number of student grant programs to enrich the study-abroad experience. Barlow grants are also available to faculty members who travel to off-campus study programs and assess their offerings. More information is available on the off-campus study website (<http://www.bates.edu/Barlow-Faculty-Travel-Endowment.xml>).

## H. MELLON COLLABORATIVE CBB FACULTY DEVELOPMENT PROJECTS

The Andrew W. Mellon Foundation granted Bates, Bowdoin, and Colby colleges an award of \$300,000 over three years to support collaborative faculty professional development initiatives among the three institutions. A faculty steering committee with faculty from each of the colleges oversees the grant. Full guidelines and application procedures are available on the dean of the faculty's office website (<http://www.bates.edu/collaborative-bbc-faculty-dev-projects.xml>).

## I. NEH FOREIGN LANGUAGE TEACHING GRANTS

An endowment established in part by a National Endowment for the Humanities matching grant provides modest support for teaching and curriculum development in Chinese, French, German, Greek, Japanese, Latin, Russian, and Spanish. Funds are available through a competitive grant program for faculty travel related to curriculum development; the acquisition of teaching materials, the development of library collections; and special events, speakers, and performances in these languages. Faculty members may apply; information is available from the department chairs.

## J. OTHER STUDENT ASSISTANCE FOR FACULTY RESEARCH

### 1) Student Research Grants

Some student research funds provide stipends and/or room-and-board support to students conducting faculty-directed research at the College. These grants are competitive, and students must submit application forms to the dean of the faculty. Information and application forms are available to students in the Office of the Dean of the Faculty or on the office's website (<http://www.bates.edu/Research-grants.xml>).

## 2) SPECIAL ARRANGEMENTS FOR STUDENT RESEARCHERS

Faculty members may request from the dean of students that special permission be granted to student research assistants for College rooming during recesses. Permission can only be granted if such convenience is necessary to research projects. Summer housing on-campus is available to student researchers; faculty must submit their requests for summer student housing by *1 April*. There are financial charges for such rooming.

### K. PROFESSIONAL TRAVEL TO CONFERENCES

The purpose of professional travel funds is to encourage scholarly activity by the faculty through partial subvention of the many costs associated with professional activity. To assist faculty in maintaining their scholarly work, the following provisions are in place for professional travel by faculty members and are available at <http://www.bates.edu/Professional-Travel.xml>.

### L. EXTERNAL GRANTS

The College encourages all faculty members to secure external funds to support scholarship and creative work, and provides support to faculty preparing grants and reporting on grant-funded projects. The Committee on Faculty Scholarship and the director of faculty scholarship advise faculty seeking external financial support. The Office of Foundation, Corporate, and Government Relations (FCGR) of the Office of Advancement works with faculty members in identifying funding sources, editing proposals, reviewing budgets, assisting with online submissions, and reporting on grants. The principal investigator (PI) is ultimately responsible for the submission of proposals and management of grants.

The dean of the faculty's office maintains a comprehensive website (<http://www.bates.edu/fac-grant-info.xml>) that provides information for faculty seeking external grant support, including information from the dean's office, FCGR, the accounting office, and the human resources office. Faculty members planning to submit a grant proposal should consult this site.

## The Kroepsch Award for Excellence in Teaching

In recognition of the faculty's traditional commitment to excellence in teaching, the late Robert H. Kroepsch '33, LL.D. '71, established in 1985 the Ruth M. and Robert H. Kroepsch Endowed Fund for one or more annual awards to members of the faculty "in recognition of outstanding performance as a teacher during the previous twelve-month period." Kroepsch Award winners from the previous five years are not eligible.

The award carries a \$5,000 stipend to the faculty recipient, which is subject to taxation and withholding.

The dean of the faculty shall be responsible for inviting all students and alumni from the past five years to write letters of nomination for the award. These letters must cite in specific ways how the nominated teacher meets the following criteria:

- 1) Stimulates student interest in the subject and fosters desire for further learning.
- 2) Helps students understand subject matter and its importance in a broad context.
- 3) Is innovative and/or creative in teaching.
- 4) Is demanding and expects a high standard of performance.
- 5) Engages students in research and scholarly work.
- 6) Is committed to student learning.

Selection shall be made by a committee made up of recipients of the award from the past five years.

Details for each year's Kroepsch Award's nomination process and faculty eligibility are announced annually.