

## **Alma College Publication Support Fund**

The purpose of this fund is twofold: (1) to help offset publication costs or similar expenses incurred by full-time faculty members in pursuit of their scholarly activity, and (2) to provide faculty members who have published with additional support for related scholarly activity. Requests are to be submitted to the Office of the Provost on a rolling basis and will be considered by the Provost, who may consult with the Faculty Personnel Committee (FPC).

Currently tenured and tenure-track Alma faculty are eligible for a maximum of \$800 per year in support through this fund. Other ongoing members of the Alma faculty may apply for consideration of support for projects linked to their Alma work. Faculty may apply for support for both publication costs and professional development. The Provost shall periodically review the levels of support provided, and may revise them in future years.

The following sections describe the program in more detail. If you have any question, please do not hesitate to ask either the Provost or members of FPC directly.

### **(1) Publication Costs**

Publication can take a variety of forms depending on discipline; no one definition will cover all circumstances. Thus the following guidelines are to be interpreted with some flexibility.

- (a) In many disciplines the most clear-cut form of publication is a peer-reviewed article in a journal of international, national, or regional scope and reputation, or a peer-reviewed scholarly book. This publication may be either physical or electronic. In such cases significant permissions or page costs may be incurred. In the arts, “publication” in this sense shall also be interpreted to comprise invited exhibitions or performances at venues of significant regional or national reputation. In these cases this fund is intended to help offset costs not otherwise covered by honoraria or by other Alma College funds.
- (b) Publication charges for non-peer-reviewed articles, books, exhibitions or performances not otherwise fitting criterion (a) above may be supported at the discretion of the Provost, who may consult FPC.

Publication cost requests must be accompanied by evidence addressing the peer review process and the reputation of the journal/publisher/sponsor within the discipline. Support for individual publications will be limited to a maximum of \$400, with a limit of two such stipends per individual per fiscal year.

### **(2) Supplemental Professional Development Funds**

Publication is a significant professional achievement that brings recognition to individual faculty and the College as a whole. In recognition of this, this program will make available up to \$400 per person in support of scholarly activities by faculty who have achieved publication as defined in 1(a) above. These funds are intended to provide support beyond that already available through Faculty Presenters, Professional Development, and Small Grants funds. Requests for these funds must be made within 18 months of the acceptance (or contract issuance) of the qualifying publication. Requests should clearly describe how the proposed project relates to prior publications or advances an emerging research agenda.

Faculty who have had two publications in the 18 months prior to a request and who have not previously used these publications as the basis for eligibility for prior Publication Support Fund requests may be reimbursed for up to \$800 in qualifying expenses, subject to the limitation on available funds noted in section 3 below.

In the case of a publication with multiple Alma College co-authors, the first faculty member listed shall be deemed the eligible author for support. Other authors may request support contingent upon available funds.

**(3) Available Funds**

The total funds available to an individual faculty member in any given fiscal year through the Publication Support Fund shall not exceed \$800.

**Application for Publication Support Funds**

**Requestor:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Amount of Request:** \$ \_\_\_\_\_

(Max is \$400/publication, no more than two publication in a calendar year)

**Recent Publication(s):**

**I am requesting funds for (please indicate one or both):**

Publication Cost \_\_\_\_\_ Supplemental Professional Development \_\_\_\_\_

**Funds will be used to:**

Applications should be submitted to the Provost's Office either electronically at [helddl@alma.edu](mailto:helddl@alma.edu) or in hard copy format.

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*For Provost's Office Use Only*

Approved by Provost: Yes \_\_\_\_\_ No \_\_\_\_\_

Date Approved: \_\_\_\_\_

Expiration Date of Fund Availability (18 months from approval date): \_\_\_\_\_