

11-1978

Travel/Research

Anwar Shaikh PhD

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Travel / Research

NEW SCHOOL FOR SOCIAL RESEARCH

Inter-office Memorandum

To: Dr. A. Shaikh

Date: November 2, 1978

From: Dr. J. Landynski

Re: Reimbursement -Conference

Your understanding that "the Committee no longer makes a distinction between conferences held within the U.S. or held abroad, so long as the amount involved does not exceed the general expense limit imposed for domestic conferences", is incorrect. In 1976, the committee raised the ceiling for funding of such trips from \$250.00 to \$350.00. That remains the maximum. I should also remind you that funding for trips abroad remains discretionary with the committee and requests should be entered in advance. It makes bookkeeping awfully difficult when we are simply presented with bills which the committee has not authorized.

For your information I am enclosing a copy of the notes taken by Dr. Rapp of the relevant meeting of Travel and Research in 1976.

JL:lr

Enc:

NEW SCHOOL FOR SOCIAL RESEARCH

66 WEST 12TH STREET

NEW YORK, N. Y. 10011

OREGON 5-2700

THE GRADUATE FACULTY
COMMITTEE ON ANTHROPOLOGY

23 March, 1976

to: Members of the Travel and Research Committee

Following the meeting of 18 March at which the question of revising the policy concerning foreign travel was raised, several of us discussed the following possible scheme:

- 1) foreign travel will be covered by our committee only after the applicant has attempted to raise outside funds from conference sponsors, major granting institutions, etc. We will compile a list of suggested agencies that should be contacted. It is not expected that such agencies will provide much funding, but whatever is raised will aid our budget. Requiring that an attempt be made to secure outside funding may cut down on our applications.
- 2) Assuming no outside funds are forthcoming, the letter requesting committee funding should justify the request by briefly outlining the exceptional circumstances which make the trip desirable. The nature of the meeting, and perhaps its international scholarly focus might be noted.
- 3) Funding for such trips will have a ceiling of \$350 (replacing the current ceiling of \$250). The recipient of such funding will agree to an overall annual ceiling on his/her travel & research funds of \$500 for the year in which the trip is made. The imposition of a funding ceiling substantially lower than the maximum \$750 now permitted to all is suggested not as individual punishment, but to make sure that the patterns of demand for funding do not substantially change with the new foreign ceiling. Currently, we are using up our T&R budget annually, and we fear that simply raising the ceiling in one category without setting a trial limit as well will prejudice requests for more mundane expenses.
- 4) We suggest that a memo concerning the regulations for funding T&R (including foreign travel) be drawn up and made available through the office of the Committee chairman. The policy on conference expenses, research expenses, xerox and typing bills could be spelled out. It would save redundant requests, and make the ground rules clear before anyone incurred expenses under erroneous assumptions. Members of the GF would then know which expenses had to be cleared, in writing, with the committee prior to payment, and which are automatic.

notes of the informal discussion submitted by Rayna R. Reiter

I Budget & Allocations

- (i) 15,000 budget \Leftrightarrow \$350 per person per year, average
- (ii) \$750 / per person per year, maximum, for all requests.

II Automatic Requests:

- (i) under \$50
- (ii) Convention* participation: travel + \$25/day max plus local surface travel (airport)
- (iii) Dept. Chairman (or person representing dept) is entitled to same as (ii)
- (iv) Typing for manuscripts for which you are being paid. ~~It~~ tends to exclude popular magazine articles or books. Maximum of \$500, Max. \$1.25/page
- (v) Reprints up to 100 copies, if you paid.
- (vi) If you have not already attended in a participatory capacity, you are entitled to \$100 for any one attendance in a given year.

* "Conventions" apply to major national and regional groups, not just any

III Discretionary Requests: Approval beforehand

- (i) Research Assistants (included in \$750 per person max.)
- (ii) "Minor" conventions. Maybe department could specify which qualify.
- (iii) There is a separate Curriculum Development Fund. Secret.

NEW SCHOOL FOR SOCIAL RESEARCH

Inter-office Memorandum

To: Executive Faculty

Date: November 19, 1981

From: Natalie Misko

N. Misko

Re: Research and Travel

Approval and reimbursement for expenses that fall under the Research and Travel category would be greatly expedited if, at the same time that your initial request for R & T funds is submitted to the Dean's Office, a check disbursement (signed by your Department Chair) is also submitted. If your request is approved by the Committee, the check disbursement can be signed by Dr. Landynski and me, and forwarded to Accounting immediately; you will be notified of the approval by phone or by mail.

NEW SCHOOL FOR SOCIAL RESEARCH

Inter-office Memorandum

To: Executive Faculty

Date: November 18, 1981

From: Debbie Hannasch, G.F. Deans Office *DH*

Re: Travel & Research Requests

I will be working with Dr. Landynski on the Travel & Research requests. They will be brought to him once a week (hopefully Wednesdays), for his thoughtful consideration and I will be notifying you of the outcome. Again, send your completed disbursement form to me at the G.F. Deans Office. Also, please find the most current Travel & Research Rules & Procedures enclosed for your reading pleasure.

DH: dh
encl.

TRAVEL AND RESEARCH COMMITTEE:
11/81

The faculty Travel and Research Committee, consisting of one representative from each department, was established in 1967 to administer a budget of \$6,000 allocated that year (for the first time) by the Board of Trustees for travel and research by members of the Graduate Faculty. The current budget is \$15,000. Past experience shows that the lion's share of the budget is used to assist faculty members attending national and regional professional meetings, with the remainder devoted to pressing research needs.

What follows is a summary of the priorities, reimbursement rules, and procedures adopted by the committee over the years.

PRIORITIES

If the sum of \$15,000 were to be evenly divided among the 50 members of the executive (i.e., full-time) faculty, each member would receive \$300 annually. The budget is thus clearly inadequate to completely fund all travel and research needs of the faculty. A system of priorities was therefore considered essential. The committee grants priority status to requests for:

(1) Travel:

- (a) Attendance at professional meetings in the United States or Canada in a participating capacity (e.g., presentation of paper, discussant, program chairperson). Reimbursement is not provided for attendance at local meetings (New York City area).
- (b) Attendance in a non-participating capacity where the faculty member is the sole representative of his/her department and attendance is regarded as essential by the department chairperson. Limited to major professional meetings at which placement services are provided.

(c) Attendance in a non-participating capacity at a major professional meeting. Limited to one meeting annually and to a maximum reimbursement of \$100.

(2) Typing:

Assistance is provided for the typing of manuscripts for articles to appear in scholarly journals and periodicals.

(3) Reprints:

Reimbursement is provided for up to 100 reprints of scholarly articles published by faculty members. (Where the journal in question provides contributors with a number of free copies but fewer than 100, the committee will reimburse for the difference. Thus the receipt of 50 free copies allows reimbursement for only 50 more. Requests should therefore state if, and how many, reprints were received without cost.)

All other requests are considered to have a lower priority but will nevertheless be sympathetically considered by the committee. Funds have been allotted in recent years for, among other things, attendance at scholarly meetings abroad; xeroxing of research materials not available in the New School library; hiring of a research assistant with foreign language skills not possessed by work-study students; payment of human research subjects; purchase of special laboratory equipment; typing of a book-length manuscript; translating and editing.

REIMBURSEMENT RULES

(1) The committee authorizes reimbursement for travel and research expenses incurred by faculty members but does not make advance payments. Normally this creates no difficulty since most travel bills are charged to credit cards. In cases of urgent financial need, requests for an advance should be made to the Dean.

(2) Reimbursement for travel to scholarly meetings includes full

train or plane (tourist class) fare, transportation to and from airports or train stations, registration fee, and \$50 per day for hotel and meals.

(3) (a) Reimbursement for typing expenses is limited to \$1.50 per double-spaced page (except for technical materials such as graphs).

(b) The committee does not reimburse for the typing of manuscripts which are likely to yield a profit to their authors when published (e.g., textbooks, books of general interest).

(c) The maximum expense for typing of scholarly manuscripts which will be reimbursed in one academic year is \$500.

(4) Authorization for purchase of equipment by a colleague is made contingent upon assurance that ownership of the equipment will revert to his/her department upon conclusion of the experiments.

(5) To assure that all members of the faculty are equitably treated, a limit of \$750 is placed on funds allotted to any faculty member each academic year. (This may require revision by the committee.)

(6) (a) Emeriti and full-time visiting professors are entitled to draw on the committee's funds. (They seldom do.)

(b) Adjuncts (and graduate students) are not entitled to draw on the committee's funds unless they teach at least a half course load (3 courses per year), in which case a maximum of \$375 may be allotted.

PROCEDURES

The procedures are relatively simple:

(1) In the case of "priority" items listed above (travel to meetings in the United States or Canada; typing of article manuscripts; article reprints) it is not necessary to make prior application. All legitimate requests for reimbursement will be honored upon receipt by the chairman of Travel and Research of a properly filled-out check disbursement form accompanied by the necessary bills or receipts (hotel, plane, typing, etc.).

(2) In all other cases, prior application should be made to the committee. (There is no specific form.) The letter should briefly and accurately state the nature and significance of the research, and the expense involved. The chairman will then submit the request as expeditiously as possible (usually in writing) to the other members of the committee and inform the applicant of the outcome. (The chairman is authorized to approve requests of up to \$50 without submitting them to the committee.) If the application is approved, reimbursement will take place following submission of a check disbursement form accompanied by the bills or receipts.

Please send completed check disbursement forms to Dr. Landynski, in care of Debbie Hannasch, G.F. Deans Office.

Jacob Landynski, Chairman

- Sabbaticals

DMG: David — How's status of grant?

Ed,

what are the rules for sabbaticals?

(1) Normal load = 5 courses

(i) Therefore 1 extra course every year implies in 5 years you have taught an additional year's worth

(ii) Therefore your sixth year is a ~~year~~ paid leave.

(2) ~~what do you~~ How many ^{are you required to} ~~do you~~ teach when you come back from a one-semester leave? Two courses or three?

Tom V. has been thru this v. carefully & worked out an agreement w. the Dean.

(7)

1973

250 251
324S 325S
352S 283

205A (Hyman)
[410] Guided Study
5

(6)

1976

250 251
204 205
308S 253S

(5)

1974

250 251
308S 309S
283

[409] Guided Study
4

(2)

1977

↓ 24
Leave 205
↓ 351.5
[410]

(5)

1975

250 251
308 309
~~283~~
204 205
Medio/Shoulder [409] 3
[411] 1
6

1978

250 251
308S 309S
204 205

(31) by end 1978-79

= 30

As of ~~1978~~ ^{end of this year}, I will have ~~earned~~

tought 31 courses

+ 1 for Itoh ...

Harold Osuagwu. Oral Examination For Ph.D in Economics.

Recommended Program of Study By The Oral Exam. Committee.

International Trade.

Topic. Pure Theory of International Trade. -Demand.
Includes Law of Reciprocal Demand, Offer Curves,
Terms of Trade, Gains from Trade.

Economic Development .

Topic. Savings and Investment Functions in Developing Countries.

General Topic; Inflation in Developing Countries.

Harold Osuagwu
Harold Osuagwu.
12/5/77/.

Approved By.

Felicia J. Doyne
E. J. Hall

Mr. Westbrook
Thomas Vioross

Every faculty member appointed to the Graduate Faculty on a full-time basis may earn fully-paid-sabbatical-one-semester leave provided that he gives one additional course for two semesters out of six. The two semesters may not be in the same academic year. (The sabbatical leave may be granted one term in every seven or two terms in every fourteen in the event that he earns a full year's sabbatical leave. The granting of the sabbatical leave is not automatic, but depends on the needs of the department. Normally, more than one sabbatical leave is not granted at one time.

Where courses may be longer than the normal two-academic hours, a percentage of sabbatical-leave credit may be earned within the normal teaching load.

(as of Sept. 1965, a full teaching load for regular faculty was reduced to five courses a year; teaching load for chairmen to four)

NEW SCHOOL FOR SOCIAL RESEARCH

Inter-office Memorandum

RECEIVED
JUN 5 1978
OFFICE OF THE DEAN
GRADUATE FACULTY

To: Dean Joseph Greenbaum

Date: June 2, 1978

From: R. L. Heilbroner

Re: Anwar Shaikh

Because of a growing need to take care of issues arising from the assignment of work study students, and also the growing number of students being admitted to our Ph.D. program, I have assigned Professor Shaikh to be in charge of those two functions for the coming year. Specifically, he will be the committee person in charge of work study and entrance to the Ph.D. program. Both of these involve a certain amount of regular work and it is my judgment that taken over a full year, the work involved is the equivalent of one course. I am therefore asking that Professor Shaikh be given credit for this assignment in a manner to be worked out with you.

RLH:ls

Approved to a
equivalent credit = course
Sabbatical for 1978/79
JLH
11/6/5/78
RLH

NEW SCHOOL FOR SOCIAL RESEARCH

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RLH:ls

*Approved to a
equivalent to a
Sabbatical credit = course
for 1978/79
J. Shaikh
6/5/78* *RWL*

Dr. Shaikh - F.Y. 1.