



There are a number of requests below: material for the Board of Trustees report, request if you need a computer upgrade, travel grants due, Preview Day is coming up. . . . Please take a bit of time and reply, or help out, as much as you are able to.

I do have to note, even though Digital Measures is not able to produce a reasonable Board of Trustees report, you should still keep Digital Measures up-to-date with your CV information. They plan to use it to produce our report to SACS.

Finally, you will see that our first of two candidates for the position in organic chemistry will be on campus next week. Dr. Lensey Smith is originally from Huntsville. She was an undergrad student at Univ. of TN, Chattanooga and a grad student at Univ. of AL. Please help to make Lensey feel welcome during her visit.

-- Lou

#### Department News

##### **Everyone is Invited**

Dr. Lensey Smith, a candidate for the organic chemistry position, will deliver a research seminar (title to be announced) on Wednesday, 19 September at 2:00 PM in room 332. Everyone is invited, especially students. Also, Dr. Smith will present an organic chemistry lecture on Thursday, 20 September at 11:00 AM in room 334. Everyone in the department is encouraged to attend these lectures as your schedules permit.

##### **Board of Trustees Report**

Using Digital Measures to process the report for the Board of Trustees was not successful. So for now, please submit your activities, accomplishments, etc., for the months of July, August and September to Tracy or Lou by Friday, September 21.

##### **IF YOU NEED A NEW COMPUTER!**

If you need a new computer, please email to Lou or Tracy your current computer (type, model and year acquired) and a justification for a replacement. IT plans to replace several faculty computers. We must submit our request very soon, so send the request by Friday, September 21.

### **University Travel and Self-Improvement Grants**

A call for University Travel and Self-Improvement Grants was posted this week. Please encourage eligible faculty to apply for these grants. To give the Dean's staff time to database the grants and to allow Dr. Wade time to review and sign, we need the original grant applications in the Associate Dean's office, 107 Martin Hall, by ***Monday, October 8***. We will make the additional seven copies of each grant requested by Dr. Delap and will deliver the completed packets to his office by the University deadline. **Please note that the College deadline is earlier than the University deadline.**

Here are some highlights to remember as you review and sign your faculty members' applications:

1. Only full-time, regular faculty holding the rank of assistant professor, associate professor, or professor are eligible for this funding.
  2. Evaluation criteria include: (a) faculty tenure and/or promotion status - faculty working toward tenure and/or promotion will be given top priority; (b) conference type - national and international conferences will be considered over regional conferences; (c) presentation type - presentations, including posters, will take precedence over panel membership, officer involvement, or other conference duties; (d) strength of the application - justification and explanation of the contribution to the field (discipline), authorship ranking, presentation topic, originality, and other merits of the application.
  3. Documentation of acceptance or official participation must be included. This can be a letter, email, or program page. The committee will not fund the application if no documentation is included. The Department Head should check for documentation prior to sending the application to the Associate Dean.
  4. Documentation of the registration costs for the conference must also be included.
  5. The guidelines and necessary form are available at [http://www.jsu.edu/academicaffairs/travel\\_grant.html](http://www.jsu.edu/academicaffairs/travel_grant.html). This page has all the information on the grants, plus a link to the Adobe application into which the faculty can enter data.
- Please let me know if you need further information.

### **Preview Day, 29 September**

Announcing the September 29th Preview Day. The browse session will be in Stephenson Gym from 9:30 - 12:00. Bottled water will be provided at your table but refreshments will not be available. Please let Joe Morgan know if you are willing to help.

### **JSU Graduate Studies to Host September 29 Open House**

The Graduate Studies Open House is on Saturday, September 29, 2012 from 9 a.m. till noon in Room 213 Stephenson Hall. Students will have the opportunity to speak to graduate faculty members about each of the graduate programs Jacksonville State University has to offer at the open house. JSU's College of Graduate Studies offers nine different degrees with thirty majors at the master's level, the post-master's Educational Specialist degree and a doctoral degree in emergency management.

## University News

### **Mock Grant Proposal Development Training Session Will Be September 18**

Please join The Institute for Research and Collaboration staff for the first monthly Mock Grant Proposal Development Training session. The first session is scheduled for September 18, 2012 from 2:00-4:30 in the Gold Room. The IRC staff will guide faculty through the pre-award, award, and post award phases of a grant. Attendees will participate in developing a response to a Request for Proposal and following the necessary steps to complete the process within JSU. Also, participants will receive instruction in the award and post award grant processes to include budget assignment and development, reporting and forms. At the end of the training, the participants will be able to successfully start developing a grant using the resources available within the Institute for Research and Collaboration. Please email [irc@jsu.edu](mailto:irc@jsu.edu) or call extension 8159 to reserve your seat.

## Student Opportunities

### **Student Travel Grants**

We have funding from Sam Kinsaul to support student travel to present research work at conferences. Applications are due by 30 September 2012. See **Lou** or **Tracy** if you need an application. Requests up to \$500 can be made.

### **Reserve a Study Room for Your Group at the Library**

The newly renovated group study room on the fourth floor of the Houston Cole Library is now open to JSU students. Equipped with a big screen TV, a computer, and other facilities, the group study room is an ideal place for your group. Reservations for using this room may be made by phone to the Circulation Desk (256-782-5758); in person at the Circulation Desk; or by using the online [Group Study Room Request Form](#) on the Library's web site. No more than 8 persons per group, please. The current operation hours are:

Sunday: 4:00 pm - 10:00 pm (12:00 am during Extended Hours)

Monday - Thursday: 8:00 am - 10:00 pm (12:00 am during Extended Hours)

Friday: 8:00 am - 3:30 pm

Saturday: 9:30 am - 4:00 pm

## Contact Details

If you have items of news or interest that you would like included in the Department of Physical and Earth Sciences newsletter, then contact **Tracy Casey** before noon on Thursdays at: [tscasey@jsu.edu](mailto:tscasey@jsu.edu) or phone (256) 782-5232.