

## Faculty Development Fellowship Program Application

Name of applicant: \_\_\_\_\_

Department: \_\_\_\_\_

### For terms and conditions refer to:

Policy for Faculty Development Fellowships  
at the University of Nebraska,  
Board of Regents, revised, 8 April 1989.

### For procedures refer to:

Procedures for Faculty Development Fellowship  
Program at the University of Nebraska Medical Center,  
Revised 23 September 1995.

### Due dates for submission of applications:

Applications must be completed and submitted in time to permit approval both on the campus and by the Board of Regents. **A minimum of three months is required.**

### Required statements to be attached to this application:

1. Applicant's statement of: need and purpose for the fellowship, activities planned, relationship and effectiveness of activities for professional enrichment, previous leaves or fellowships from UNMC. **(please complete on form or attach with application)**
2. Host (receiving) institution's statement extending an invitation and approving the proposal. **(please attach)**

**I. Section to be completed by the applicant.**

Name of Applicant: \_\_\_\_\_ Division/Department: \_\_\_\_\_  
College/School: \_\_\_\_\_ Current Rank &/or Title: \_\_\_\_\_  
Office Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Type of Appointment:**       Continuous       Health Professions       Special

**Years of full-time service:**

\_\_\_\_\_ as an assistant professor  
\_\_\_\_\_ as an associate professor  
\_\_\_\_\_ as a professor

**Previous faculty development fellowships or leaves:**

\_\_\_\_\_ no previous leaves or fellowships  
\_\_\_\_\_ year(s) OR \_\_\_\_\_ months(s) of previous faculty development fellowship leave.  
Sponsor or name of "leave program" \_\_\_\_\_  
Dates: \_\_\_\_\_  
\_\_\_\_\_ year(s) OR \_\_\_\_\_ months(s) of other leave (medical, family, military, personal, etc.).

**Description of the proposed fellowship:**

Title/Description:  
  
  
  
  
  
  
  
  
  
Institution/Location \_\_\_\_\_  
Dates – from: \_\_\_\_\_ to: \_\_\_\_\_  
  
 full year at half pay       half year at full pay

**Supplementary funding from non-university sources for this fellowship not listed above:**

Amount \$ \_\_\_\_\_ Sources \_\_\_\_\_

**I. Statement from applicant delineating:**

(a) the need and purpose for the fellowship:

(b) the activities planned and the manner in which they will support or achieve professional enrichment:

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(signature of applicant )

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(date)

**II. Section to be completed by the division/department head or, if applicable, by the dean/director.**

**I have reviewed:**

- (a) information provided by the applicant in section I
- (b) the narrative statement by the applicant
- (c) the statement prepared by the host (receiving) instruction extending an invitation to the applicant and approving planned scholarly activities.

**Sources and amounts of funding of salary for the current year and the year of the proposed fellowship:**

Current year salary \$ \_\_\_\_\_ Sources \_\_\_\_\_

Next year salary \$ \_\_\_\_\_ Sources \_\_\_\_\_

**Reassignment of duties:**

- faculty duties deferred until return from fellowship
- faculty duties assumed by colleagues
- faculty duties assumed by temporary faculty at cost of \$ \_\_\_\_\_

Statement regarding the benefits of the proposed scholarly activities to be derived by both the applicant and the University; plans for covering the applicant's faculty duties; and verification that applicant meets the eligibility requirements of the University of Nebraska, UNMC, and the college:  
(attach additional page if necessary).

I **DO / DO NOT** recommend approval of the application of \_\_\_\_\_  
for a fellowship.

\_\_\_\_\_  
(signature of division/department head)

\_\_\_\_\_  
(date)

**III. Section to be completed by the dean.**

Comments (if necessary)

I **DO/DO NOT** recommend approval of the application of \_\_\_\_\_  
for a fellowship.

\_\_\_\_\_  
(signature of dean)

\_\_\_\_\_  
(date)

**IV. Section to be completed by the chancellor.**

approved       not approved

\_\_\_\_\_  
(signature of chancellor)

\_\_\_\_\_  
(date)

**PROCEDURES - - FACULTY DEVELOPMENT FELLOWSHIP PROGRAM**  
**University of Nebraska Medical Center**

In accord with item 6 of the "Policy for Faculty Development Fellowships at the University of Nebraska," dated April 8, 1989, these procedures and policies shall apply to the program at the University of Nebraska Medical Center.

1. The ratio of "one award for every ten eligible faculty members" stated in the April 8, 1989 document shall apply to the University of Nebraska Medical Center as a whole.
2. The term "eligible faculty members" is understood to include each year the number of persons who have held full-time appointments at the rank of assistant, associate, and full professor for six or more years without regard to the number of such persons who may have received faculty development fellowships during the preceding six years.
3. Eligibility for faculty development fellowships shall be considered independently from other leave opportunities available to faculty members.
4. Recommendations for individual fellowships should not normally be made by the Chancellor unless the recommendations have the support of appropriate unit administrators. The recommendation of a dean shall include an explanation of how the normal duties of each individual will be accommodated during the period of the leave. Normal appeal and grievance procedures available to faculty members shall apply.
5. During such time as the faculty development fellowship program shall be "unfunded," item 10 of the Policy (April 8, 1989) shall apply. Administrative officers shall, however, be charged with making use of available resources in such a manner as to insure faculty members an "equal opportunity" to participate in the competition. Faculty members from small units or from units with relatively heavy workload and scheduling demands should be afforded an opportunity to participate through flexible budgetary management.
6. It is understood that the spirit of Section 3.4.3.1 of the Bylaws of the Board of Regents will be observed, and that the Faculty Development Fellowship Program will not disrupt the normal instruction, research, and service activities of the University, including an adequate offering of academic programs and services to students.
7. Applications for participation in the Program may be submitted at any time. Three months should be allowed for institutional and Regental approval.

## **FACULTY DEVELOPMENT FELLOWSHIP POLICY:**

1. Eligibility for participation in the Faculty Development Fellowship program is limited to persons who have held full-time appointments within the University of Nebraska for six years or more at the rank of assistant, associate, or full professor, or equivalent rank. Faculty Development Fellowships will be available on a competitive basis, rather than as an automatic reward for years of service. However, it is expected that all qualified faculty will be eligible to participate in the program. The program cannot be used for the purpose of pursuing an advanced degree.
2. A Faculty Development Fellowship will provide the faculty member with full pay for one-half of his or her normal appointment period, or 50% of regular pay for all of his or her normal appointment period, in order to engage in scholarly research, artistic activity, or study of teaching or professional innovations which will improve the faculty member's ability to contribute to the academic programs of the University of Nebraska. During the period of the fellowship award, the University will continue to make its full contribution to the various employee benefit programs in which the individual is enrolled. Emphasis will be directed toward maximum flexibility in fashioning fellowship proposals to the respective campus program structures. It is presumed that the benefits of the fellowships will be enjoyed by the University for many years after the fellowship has been completed, but it is required that each award recipient spend at least one year in the employment of the University after completing the fellowship.
3. Six full years of service must elapse before a candidate who has previously been awarded a Faculty Development Fellowship is eligible to be considered again.
4. A faculty member's fellowship stipend can be supplemented with outside funds up to a level of the faculty member's normal full-time compensation.
5. The number of fellowship awards available each year should be one award for every ten eligible faculty members. Additional fellowship applications will be considered on an individual basis.
6. Within each campus, fellowship awards will be made on a competitive basis under rules promulgated by the Chancellor, in consultation with the faculty. Fellowships will be awarded with due regard to the benefits to be derived by both the faculty member and the University. Application for the program must be in the form of a written, detailed proposal submitted well in advance of the anticipated starting date of the fellowship. The proposal must provide evidence that the activities contemplated for the fellowship can actually be carried out. In particular, evidence of concurrence on the part of any proposed participating institution and/or individual must be provided. Final recommendations to the President and Regents for Faculty Development Fellowship award recipients on each campus will be made by the Chancellor.

7. If, after a fellowship award has been announced, it becomes apparent that the specific proposal for that fellowship cannot be implemented, the award may be continued on the basis of an alternative proposal, or deferred, or withdrawn, at the discretion of the cognizant Chancellor.
8. In reviewing applications for fellowships, consideration may be given to any previous leaves granted to the applicant during the six preceding appointment years.
9. Upon return to normal academic duties, a person awarded a fellowship must file a written report with the cognizant Chancellor that compares the faculty member's actual activities with those outlined in the proposal, the relationship of these activities to his or her intellectual, artistic, and/or professional growth within his or her discipline, and the ways in which the faculty member feels that experience gained during the fellowship will improve his or her performance as a faculty member at the University.
10. During the fellowship period the duties of each award recipient will be deferred until the faculty members returns, or assumed by replacement faculty or under taken by another faculty member in the department.

Approved by the Board of Regents  
on April 8, 1989