

# TEACHING AND RESEARCH FELLOWSHIP

## RATIONALE

1) Teaching and Research Fellowships shall be for full-time faculty pursuing teaching or research opportunities outside the academic year and/or research to a depth not possible while maintaining a full teaching load. It may also include travel and/or spending hours doing extensive research on various subjects. 2) Teaching and Research Fellowships may include instructional sessions, workshops, training seminars, conferences, and all such professionally-enhancing events pertinent to the faculty member's field of discipline and/or current area of study interest.

## DESCRIPTION

1. Summer Teaching and Research Fellowships will provide funds for summer travel and study. The summer Teaching and Research Fellowship may begin anytime after the contract period ends in May and before the contract period begins in August, and thus may be longer than six weeks.
2. Semester Teaching and Research Fellowships will provide funds to accommodate faculty course load reductions during the academic year, as well as other related expenses, for faculty actively engaging in a specific research project that cannot be completed in a timely manner while teaching a full course load.
3. Faculty salary and periods shall continue as usual during a Teaching and Research Fellowship. Travel and other research-related expenses may be submitted, along with receipts, for possible reimbursement after the Teaching and Research Fellowship is complete. Additional expenses that may be submitted for reimbursement include registration fees, membership fees, training and/or equipment fees, lab fees, special session and/or event fees, and fees for various educational materials.
4. Faculty eligible for a Teaching and Research Fellowship must be at or above the instructor level.
5. Three Teaching and Research Fellowships of up to \$3000 each may be awarded annually.
6. Faculty on a Teaching and Research Fellowship will keep all departmental and administrative privileges.

## PROCEDURES

1. The faculty member must propose the Teaching and Research Fellowship by December 30 of the academic year prior to the proposed Fellowship. The submitted narrative must include the rationale for the fellowship, including travel, teaching, work, research, and/or activities to be pursued and accomplished during the Teaching and Research Fellowship and any subsequent period. The narrative is submitted to the Vice President for Academic Affairs for consideration. The Vice President for Academic Affairs may request additional information be included and the request re-submitted.
2. The Vice President for Academic Affairs will submit all Teaching and Research Fellowship requests to the School's Dean for consultation or for consideration in personnel and budgeting.
3. After determining the priorities of all sabbatical requests, the Vice President for Academic Affairs forwards the recommendations to the President of the University for authorization.
4. Faculty who take a semester Teaching and Research Fellowship are required to return to full-time teaching following the Teaching and Research Fellowship.