

12.99.01.C0.02 External Faculty Fellowships

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Procedure Statement

Texas A&M University-Corpus Christi recognizes that a vibrant, professionally active faculty is essential to its success. Texas A&M University-Corpus Christi encourages its faculty to apply for external fellowships that provide professional development opportunities for faculty and benefit the University.

Reason for Procedure

Such fellowships typically facilitate faculty research, scholarship and creative activity. They often require faculty reassignment time from some of their regular teaching and service requirements while they continue to receive normal salary and benefits.

Procedures and Responsibilities

1. APPLYING FOR FELLOWSHIPS

Faculty intending to apply for a fellowship must consult with their Department Chair and Dean prior to submission of a fellowship program. Faculty who intend to ask for reassignment time while supported by the fellowship must inform their Department Chair and Dean of this intent.

2. REASSIGNMENT TIME

Faculty who receive a fellowship may request reassignment time from normal duties for the purpose of professional development. Depending on the fellowship, the faculty member might be reassigned from a course, a term, or a full academic year of teaching/service. Applications for reassignment time will be received by the Department Chair and forwarded to the Dean and Office of the Provost and Vice President for Academic Affairs for approval. Faculty fellowship reassignment times can be one of two types: (a) reassignment time with University contribution to salary or (b) reassignment time without University contribution to salary.

3. SALARY

Granting approval for reassignment time with pay is dependent upon several factors including the fellowship procedures for funds to be disbursed to the University to provide support for the faculty compensation or that of a replacement instructor or adjunct while the faculty member is on reassignment time with pay. In extenuating circumstances, for those programs that the funds are not dispersed to the University, approval may be granted for reassignment time with pay based upon the benefit the University receives from the program or the scholarly activity the fellowship brings to the faculty or students of the University.

3.1. ELIGIBILITY

- 3.1.1 Full-time faculty member in good standing at the university.
- 3.1.2 The Department Chair and Dean must endorse this request and certify that the department will be able to cover the faculty member's responsibilities.
- 3.1.3 With few exceptions, the award must be paid directly to the university, in the form of a grant to the institution, and not to the individual faculty member. The Department Chair, Dean and the Office of the Provost and Vice President for Academic Affairs must approve exceptions.
- 3.1.4 The award must be a source of prestige to the faculty member and the institution.
- 3.1.5 The award must cover a sufficient portion of the faculty member's salary so that an instructor, lecturer, or some other non-tenure-track appointment can replace his or her instructional duties for less than the amount of the award.
- 3.1.6 The award may not duplicate funds awarded from other granting agencies.

3.2. APPLICATION FOR REASSIGNMENT TIME

- 3.2.1 Faculty members who wish to submit fellowship proposals may obtain an application for reassignment time from the Office of Academic Affairs.
- 3.2.2 When submitting a reassignment time application, the applicant should provide clear benefits for the University from the fellowship and the length of reassignment time being requested.
- 3.2.3 The application must include the following information:
 - (a) A completed application.

- (b) A statement describing the objective(s) of the fellowship, its significance to the applicant's discipline, department, college, and/or the university, the methodology to be followed and the expected results.
- (c) The fellowship information or the actual fellowship application be attached, if available.
- (d) If the fellowship project requires review by different review boards (IRB, Safety, etc.), indication that the review has been requested from the appropriate institutional review board to insure that adequate precautions are included in the project to protect the human subjects from physical, emotional, or social risks.

3.2.4 A completed application, once endorsed by the College Department Chair, shall be submitted to the college Dean for approval.

3.2.5 The Office of the Provost and Vice President for Academic Affairs will grant final approval.

3.3. EVALUATION CRITERIA

When evaluating faculty fellowship reassignment time applications, the University administration will consider the merit and feasibility of the activity. Such considerations shall include (but not limited to):

- (a) The merits of the proposed fellowship activity in relation to the aims and purposes of Texas A&M University Corpus Christi, as stated in the University strategic plan.
- (b) The merits of the proposed fellowship in enhancing the applicant's teaching, scholarship, and/or creative work.
- (c) The merits of the proposed fellowship in contributing to the advancement of knowledge in the field.
- (d) The applicant's stated intention of continued service in the profession and at Texas A&M University Corpus Christi.

3.4. RECOMMENDATION

Pursuant to the recommendation of the Department Chair and Dean of the faculty member's college, the application will be submitted to the Office of Provost and Vice President for Academic Affairs. S/he will review and accept/reject the recommendations and determine the basis for granting reassignment time with or without a University contribution.

3.5. REQUIREMENTS

- 3.5.1 Faculty on fellowship reassignment time are considered full-time employees of the University.
- 3.5.2 Faculty fellowship reassignment time is made with the understanding that recipients will continue employment with Texas A&M University Corpus Christi for at least one academic year following the fellowship.
- 3.5.3 A faculty member on faculty fellowship reassignment time may not accept employment from any other person, corporation, or government, unless The Texas A&M University System Board of Regents determines that it would be in the public interest to do so and expressly approves the employment.

3.6. TIMELINE

If the fellowship is awarded, the faculty member would normally request and receive approval to provide coverage for his or her courses of instructions at least two months prior to the semester reassignment time begins, and preferably before that semester's scheduling is completed.

3.7. FACULTY FELLOWSHIP REASSIGNMENT TIME REPORT

A report of two to three pages in length should be submitted to the Department Chair within 60 days after the reassignment time period ends. The Department Chair will forward the report to the College Dean, which in turn will be sent to the Office of the Provost and Vice President for Academic Affairs. The report should include the following:

- (a) Statement of purpose for which the fellowship was given.
- (b) Accomplishments during the fellowship, which fulfilled the stated purpose.
- (c) Future accomplishments likely to result from the fellowship.

The faculty member will be expected to present the results of his/her fellowship reassignment time at a University Colloquium the year he/she returns to campus.

3.8. FUNDING

It is understood that granting of faculty fellowship reassignment time is pending availability of funds from the fellowship itself or the University.

4. EXPENDITURES

A faculty fellowship typically entitles the incumbent to salary support for the reassignment time and, in some cases, may also provide discretionary research funding. All expenditures of fellowship funds must be in accordance with the original sponsor's agreement and applicable University Rules and System Regulations. The appointment period and amount of salary support will depend on the length of the fellowship period and the course/service release(s) associated with the appointment.

4.1 ADMINISTRATION

- 4.1.1. In any instance where the program pays the University, the funds will be administered through the Office of Research, Commercialization and Outreach.
- 4.1.2. In those cases, where the program provides the fellowship funds directly to the faculty member, the faculty member must inform their Department Chair and Dean of receipt of such funds.
- 4.1.3. If the program provides the option of university administration of funds, or self-administration of funds, the faculty member must opt for the former.
- 4.1.4. If the faculty member uses fellowship money as salary, the sum total of salary received from the University, other extramural sources and the fellowship may not exceed 100% of institutional base salary.
- 4.1.5. If the faculty member's salary is lower than the fellowship amount, the fellowship can be used to pay for his or her salary and fringe benefits or to hire adjuncts to teach the courses they usually teach. The remaining funds can be used for other research costs and related expenses.
- 4.1.6. If the faculty member's regular salary is higher than the fellowship amount, the Dean can use the entire fellowship amount toward his or her salary and fringe benefits (and pay the difference as in-kind support).
- 4.1.7. In some cases, the institution may cover the full gap between the fellowship award and the faculty member's salary for faculty with high salaries, however, the institution retains the option of partial coverage of the gap, and in no cases would the university pay more than 50% of the salary. If 50% support from the University still leaves a gap, the faculty member can agree to a temporary reduction in salary in such a case, with the understanding that when the fellowship is over, the faculty member would return to the regular salary to which he or she was entitled. Faculty members who receive gap compensation are expected to return to their school or college for at least one academic year following the fellowship.

Related Statutes, Policies or Rules

[System Regulation 12.99.01 Faculty Development Leave Application for Reassignment Time](#)

Contact Office

Contact for interpretation: Provost and Vice President for Academic Affairs (361) 825-2722