



September 24, 2009

MEMORANDUM

TO: Academic Deans, Associate Deans, and Department Heads

FROM: Marlene I. Stratton
Provost and Senior Vice President

SUBJECT: *OSU-Big 12 Faculty Fellowship Program*

I am pleased to announce the continuation of the Big 12 Faculty Fellowship program sponsored by the Office of Academic Affairs. This program is endorsed by the Chief Academic Officers at all Big 12 institutions and is designed to stimulate scholarly activities among our institutions. Although budget reductions will limit the number of fellowships awarded this year, I feel it important that this program continue. Given that a limited number of awards will be made, I strongly encourage tenure-track faculty in their first appointment period to apply and ask that faculty who received fellowships in the past to not reapply.

As noted in the attached, the program provides faculty fellows an opportunity to spend an extended period of time (roughly two weeks) at a member institution with up to \$2,500 for transportation, room and board, and miscellaneous expenses provided by the OSU Office of Academic Affairs. The host institution will not be asked to assume any expenses for the fellowship, although the host institution will provide necessary space and staff support during the visit.

The application deadline is Friday, **November 13**, for fellowships to be scheduled during the period of February 15-August 15, 2010. Questions regarding this program should be directed to Denise Weaver in my office.

I am extremely pleased with the reports received from the faculty who have participated in the Big 12 Fellowship programs for the past eleven years. During this period, Academic Affairs has funded 85 fellowships totaling more than \$171,000 and has served as the host institution for numerous visitors from other Big 12 universities. Continuation of the program depends, to some extent, on the involvement of faculty from all the institutions. To this end, I strongly encourage you to consider inviting Big 12 colleagues to OSU if their visits would benefit our university.

Again, please call if you have questions regarding this fellowship opportunity. I look forward to receiving a number of quality applications again this year.

Attachments

cc: College Research Officers

FACULTY FELLOWSHIP PROGRAM

BIG 12 UNIVERSITIES

Chief Academic Officers of the Big 12 Universities announce the continuation of the Faculty Fellowship Program. This program is intended to add to the benefits of member institutions as a result of the formation of the Big 12 Athletic Conference. This initiative offers faculty the opportunity to travel to member institutions to exchange ideas and research. A typical faculty visit to another university will ordinarily be for two weeks, but longer visits are possible.

General Information:

- OSU will award up to 12 fellowships to full-time faculty in tenured or tenure-track positions.
Women and minorities are encouraged to apply.
- Visits may be to any Big 12 University* during the period February 15-August 15, 2010.
- The OSU Office of Academic Affairs will provide each faculty fellow with up to \$2,500 toward transportation, room and board. Expenses will be reimbursed through the OSU travel process and must meet standard regulations for lodging, per diem and miscellaneous expenses.
- Proposals are due in 101 Whitehurst no later than Friday, November 13, 2009.
- Proposals will be evaluated and fellowships announced on or about Friday, January 29, 2010.

Application Process:

- The prospective faculty fellow should contact the host unit (department, research center, etc.) that he/she wishes to visit and determine receptivity and available visit dates.
- During the visit, the faculty fellow may consult with faculty and/or students, offer lectures or symposia, and/or engage in other activities that are agreeable to the fellow and host institution.
- The host unit formally invites the faculty fellow by sending a letter of invitation.
- The faculty fellow is responsible for arranging, in cooperation with his/her unit administrator and dean, coverage of duties at OSU during the scheduled absence.
- The host unit will announce that the faculty fellow is coming and the activities in which the person will engage.
- After a visit, the faculty fellow will submit a brief report to the Provost, with copies to the unit administrator and dean, describing the outcomes of the visit and offering suggestions for the future of the program.

Proposal Development:

- Complete the attached application cover sheet, signed by the unit administrator **and** dean, and provide the following information:
 - Current curriculum vitae
 - Brief (one-page) description of the purpose and activities of visit
 - Proposed budget (includes details of expenses, keeping in mind travel regulations)
 - Statement of how duties will be covered during scheduled absence
 - Formal letter of invitation from host unit
 - Statement of support from unit administrator and/or dean
- Submit proposals to:
Big 12 Faculty Fellowship Program
Office of Academic Affairs
101 Whitehurst Hall
- Questions should be addressed to Denise Weaver, 101 Whitehurst, x45627, or by e-mail.

*Big 12 Universities: Baylor University, Iowa State University, Kansas State University, Oklahoma State University, Texas A&M University, Texas Tech University, University of Colorado, University of Kansas, University of Missouri, University of Nebraska, University of Oklahoma, and University of Texas

OSU BIG 12 FACULTY FELLOWSHIP PROGRAM APPLICATION COVER SHEET

OSU Faculty Information (Please type)

Name: _____

Department: _____

Campus Address: _____

Proposed Host Information (Please type)

Faculty Host: _____

Department: _____

Big 12 University*: _____

Visit Dates: _____

Checklist of items to be attached to cover sheet:

- ___ Current curriculum vita
- ___ Brief (one-page) description of the purpose and activities of visit
- ___ Proposed budget - keeping in mind OSU travel regulations
- ___ Statement of how duties will be covered during scheduled absence
- ___ Letter of invitation from host unit
- ___ Statement of support from unit administrator and/or dean

Applicant Signature Date

Unit Administrator Date

Dean Date

***Big 12 Universities: Baylor University, Iowa State University, Kansas State University, Oklahoma State University, Texas A&M University, Texas Tech University, University of Colorado, University of Kansas, University of Missouri, University of Nebraska, University of Oklahoma, and University of Texas**