




The UNIVERSITY of OKLAHOMA.
Office of the Senior Vice President and Provost

MEMORANDUM

TO: Dean, Directors and Chairs – Norman Campus

FROM: André-Denis Wright
Senior Vice President and Provost 

DATE: September 30, 2022

SUBJECT: Faculty Fellowship Program - Big 12 Universities

In 1998 the Chief Academic Officers of the Big 12 Universities initiated the Faculty Fellowship Program to offer the faculty the opportunity to travel to member institutions to exchange ideas and research.

The guidelines and application forms are attached for this years' program. Applications can be submitted to my office at any time and will be reviewed on a rolling basis.

Please contact Dr. Sarah Ellis in my office at sjr@ou.edu if you have any questions regarding this program.

ADW/md

FACULTY FELLOWSHIP PROGRAM BIG 12 UNIVERSITIES

The Chief Academic Officers of Big 12 Universities have initiated a program to stimulate scholarly initiatives. The program is intended to add to the benefits of member institutions as a result of the formation of the Big 12 Athletic Conference. The first initiative offers faculty the opportunity to travel to member institutions to exchange ideas and research. Faculty visits will ordinarily be for two weeks, but longer visits are possible. The Fellowship Program has the following guidelines:

- An OU faculty member may visit any old or new Big 12 University. *
- The faculty member contacts a host unit (department, research center, etc.) that the individual wishes to visit and determines that unit's receptivity and available dates.
- The host unit formally invites the faculty fellow by sending a letter of invitation.
- The faculty member submits application materials as outlined below.
- The faculty member's home institution provides up to \$2,500 toward transportation, room, and board.
- Up to six Fellowships will be available annually from OU to be applied during either the fall or spring semesters.
- One month after the visit, the faculty fellow will submit a brief report to the Provost describing outcomes of the visit.
- Faculty members will be responsible for arranging coverage of their duties at their home campus during their absence which their Chair/Director and Dean must approve.
- The host unit will announce that the visitor is coming and the activities in which the visiting faculty member will engage.
- The visiting faculty member may consult with faculty and/or students, offer lectures or symposia, or engage in whatever activities are agreeable to the visitor and host institution.

Applications should be submitted to the dean of the faculty member's academic unit for approval prior to submission to the Office of the Senior Vice President and Provost.

Please complete the application form and provide the following information:

- A current curriculum vitae.
- Statement of how your duties will be covered in your absence.
- Brief (one-page) description of the purpose and activities of your visit.
- Letter of invitation from the proposed Big 12 host institution department.
- Statement of support from your department chairperson and/or dean indicating support for the visit and the prospective benefits of the visit for both the individual and unit.
- Estimate of expenses to be reimbursed by the Senior Vice President and Provost.

Applications should be submitted as a single PDF document to provost@ou.edu. Applications will be reviewed on a rolling basis.

*Baylor University, Iowa State University, Kansas State University, Oklahoma State University,
Texas Christian University, Texas Tech University, University of Kansas,
West Virginia University, and University of Texas,
University of Nebraska, University of Colorado, Texas A&M University, University of Missouri.



**University of Oklahoma
Faculty Fellowship Program
Big 12 Universities
Application Form**

Faculty Member's Name: _____

Academic Unit: _____

Big 12 Unit and University you wish to visit:

Dates of visit: _____

Checklist of items to be attached:

- _____ **A current curriculum vitae**
- _____ **A brief (one-page) description of the purpose and activities of your visit**
- _____ **Statement of how your duties will be covered in your absence**
- _____ **Letter of invitation from the proposed Big 12 host institution department**
- _____ **Statement from your department chairperson and/or dean, indicating support for the visit and the prospective benefits of the visit for both the individual and unit.**
- _____ **Estimate of expenses to be reimbursed by the Senior Vice President and Provost**

Signature of Applicant **Date**

Dean's Approval **Date**

Senior Vice President and Provost's Approval **Date**

Applications can be submitted anytime to your respective dean, and will be reviewed by the Senior Vice President and Provost on a rolling basis.