



OFFICE OF THE  
*Senior Vice President & Provost*

MEMORANDUM

**TO:** Dean, Directors and Chairs – Norman Campus

**FROM:** Kyle Harper  
Senior Vice President and Provost

**SUBJECT:** Faculty Fellowship Program  
Big 12 Universities

**DATE:** September 16, 2016

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 me at any time, but I will review them in October, March and July.

Please contact Dr. Simin Pulat in my office, 325-3221, if you have any questions regarding this program.

KH:mb

## **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 and spring semesters.
- After the visit, the faculty fellow will submit a brief report to the Provost describing outcomes of the visit and offering suggestions for future planning.
- Faculty members will be responsible for arranging coverage of their duties at their home campus during their absence and their Chair/Director and Dean must approve.
- The host unit will announce that the visitor is coming and the activities in which the person 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.

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 host unit
- ✓ Statement of support from your department chairperson and/or dean detailing specifically how coverage of fellow's instructional duties will be handled
- ✓ Estimate of expenses to be reimbursed by the Senior Vice President and Provost

Applications can be submitted any time, but will be reviewed on October 1, March 1, or July 1, depending on date of submission.

\*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 Application to the  
Faculty Fellowship Program  
Big 12 Universities**

**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, but will be reviewed by the Senior Vice President and Provost on March 1, July 1, or October 1, depending upon date of submission.**