

**APPLICATION FOR  
FACULTY DEVELOPMENT FELLOWSHIP  
COVER SHEET\*†  
University of Nebraska-Lincoln**

**I. General Information**

Name of Applicant \_\_\_\_\_

College \_\_\_\_\_

Department \_\_\_\_\_

Rank \_\_\_\_\_

Title of Project \_\_\_\_\_

**Proposed dates of fellowship (check one and indicate year):**

Fall 20                      Spring 20                      Academic Year 20                      – 20                      Other

**Previous Leaves:**

Dates: from \_\_\_\_\_ to \_\_\_\_\_ Type\* \_\_\_\_\_ With pay? \_\_\_\_\_

Dates: from \_\_\_\_\_ to \_\_\_\_\_ Type\* \_\_\_\_\_ With pay? \_\_\_\_\_

Dates: from \_\_\_\_\_ to \_\_\_\_\_ Type\* \_\_\_\_\_ With pay? \_\_\_\_\_

*Please indicate any further leaves on a separate sheet. \*Type of leave should be FDF, Personal, etc.*

**Statement of how the applicant's duties will be covered during the leave:**

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\* Attach a statement by the applicant (typically at most three pages, but departmental/college guidelines should be followed) describing the proposed project, including an updated report on the activities and accomplishments from any previous paid leaves, a description of the work to be undertaken during the proposed leave, and an explanation of the benefits of the proposed leave to the University and the faculty member.

† Applications will be processed by the vice chancellor's office as they are received. However, to enable appropriate planning both for the faculty member requesting the leave and for the university, it is recommended that applications for fall or academic year leaves be received by March 1 and applications for spring leaves be received by September 1. Colleges and departments may have additional deadlines.

## II. Evaluation Considerations

*As described in the Bylaws of the Board of Regents, each faculty member must be evaluated annually. This requirement holds regardless of whether the faculty member is on leave for all or part of the evaluation period. Moreover, that evaluation must follow the faculty member's apportionment/position description. It is therefore important that the chair/head/director and the faculty member agree ahead of time on how the work performed during the Faculty Development Fellowship will be evaluated. In some cases, a temporary reapportionment of duties may be appropriate, for the duration of the leave. If a temporary reapportionment is appropriate, then the method for completing the overall evaluation when the period of evaluation overlaps with the dates of the leave should also be clarified.*

### **Current apportionment:**

\_\_\_\_% Research; \_\_\_\_% Teaching; \_\_\_\_% Service; \_\_\_\_% Extension; \_\_\_\_% Administration

**Is a temporary reapportionment of duties appropriate in this case?‡**    Yes    No

### **If "yes", the temporary reapportionment is:**

\_\_\_\_% Research; \_\_\_\_% Teaching; \_\_\_\_% Service; \_\_\_\_% Extension; \_\_\_\_% Administration

**Provide a brief summary of the work to be done during the leave and a description of how that work will be evaluated. Include also a statement of how the overall evaluation will be completed when the period of evaluation overlaps with the dates of the leave. Attach additional documentation if appropriate. This section should be filled out after consultation between the applicant and the chair/head/director.**

*So that evaluations can be performed according to this agreement, any faculty committees performing annual evaluations, salary advice, or promotion and/or tenure recommendations must receive a copy of this form. **It is the responsibility of the chair/head/director to ensure that this happens.***

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‡ Note that Section 4.3 of the Bylaws of the Board of Regents dictate that any change in apportionment must be by mutual agreement between the department chair and faculty member; if such agreement cannot be reached then the matter should be reviewed by an elected faculty committee in the faculty member's home college.

### III. Acknowledgements

I hereby acknowledge that I have read, understand, and agree to follow the rules regarding Academic Leaves of Absence contained in Section 3.4.3.1 of the Bylaws of the Regents ([link](#)) and the rules regarding Faculty Development Fellowships contained in Section 4.2.3 of the Policies of the Board of Regents ([link](#)), if I should be approved for such a leave. In particular, I understand that:

- Faculty who have held full-time appointments within the University of Nebraska for six years or more at the rank of assistant, associate, or full professor, or at the rank of assistant, associate, or full professor of practice are eligible for participation in the Faculty Development Fellowship program. Faculty are encouraged to take advantage of this opportunity throughout their careers, and six full years of service must elapse between Faculty Development Fellowships.
- Faculty Development Fellowships are awarded on a competitive basis: each year university wide, there is one Faculty Development Fellowship available for every 10 eligible faculty members.
- A Faculty Development Fellowship provides full pay for one-half of the normal annual appointment period, or 50% of regular pay for all of the normal annual appointment period. In the latter case, the faculty member may accept outside funds as a supplement, up to the level of the faculty member's normal full-time compensation. The University will continue to make its full contribution to the various employee benefit programs in which the individual is enrolled.
- It is required that the faculty member spend at least one year in the employment of the University after completing the Faculty Development Fellowship or reimburse the University for the full amount of the Faculty Development Fellowship, including benefits.
- If, after a Faculty Development Fellowship is awarded, it becomes apparent that the specific proposal for the fellowship cannot be implemented, the award may be continued on the basis of an alternative proposal, or deferred, or withdrawn, upon mutual agreement by the faculty member, the department chair, the dean, and the appropriate Vice Chancellor (the Vice Chancellor for the Institute of Agriculture and Natural Resources for IANR faculty, and the Executive Vice Chancellor for all other faculty).
- The faculty member should be aware that their full FTE still resides at the university during the time of a Faculty Development Fellowship and so all normal university policies and procedures apply (e.g., Interest and Outside Activity Reporting Form (IOARF), travel policies, etc.).
- Within 30 days of returning to normal academic duties, the faculty member is required to file a written report on the activities of the Faculty Development

