



Faculty Fellows - Call for Proposals

Purpose

Center for Faculty Development (CFD) Fellows will deliver and promote special projects to support the Center's mission: *The UHCL Center for Faculty Development promotes and sustains a campus culture that values teaching, intellectual inquiry, scholarship, and creative engagement. The Center is an incubator for knowledge creation and dissemination to develop the teaching, research, and professional service skills for all UHCL faculty, across all disciplines at all levels and career stages. The success of UHCL rests upon its faculty; professional development and lifelong learning are crucial strategies for institutional effectiveness.*

Eligibility

- Full-time UHCL faculty members
- Willing to contribute approximately 3-5 hours of work each week in Fall and Spring semester
- Have endorsement of their Department Chair and Dean

Potential Topics

Almost any faculty development topic could be used to be a Fellow. Here are some example fellowship topics:

- Diversity, Inclusion, and Equity
- Technology
- Research Promotion
- Interdisciplinary Teaching
- Writing
- Critical Thinking
- Student Teams
- Creating Industry Partnerships
- Using Big Data in Research
- Scholarship of Teaching and Learning

Note: Topics should be relevant to a broad range of faculty.

Outline of Fellowship Program

CFD Fellows will be expected to follow several steps that promote and sustain campus culture in the area of faculty development. (Year 1) The Fellow needs to gain enough expertise in an area to catalyze change, (Year 2) the Fellow needs to create programming and materials that promote faculty development, and, optionally, (Year 3) the Fellow needs to work with faculty and administration to create institutional change.

We support Fellows with time and money. Each Fellow receives one course release for the year (with approval of the Department Chair and Dean) and funds for travel and programming. The table below outlines these different steps and compensation.

	Year 1 Fellow Scholar	Year 2 Fellow Developer	Year 3 Fellow Advocate (optional)
Focus	Self Development	Faculty Development	Institutional Development
Main Goal	Gain additional expertise in topic area	Teach topic area to UHCL faculty	Make changes to university in topic area
Sample Activities	<ul style="list-style-type: none"> • Attend conferences • Read articles/books • Receive mentoring on topic • Write literature review 	<ul style="list-style-type: none"> • Create campus workshops • Create blogs, videos, or podcasts • Report to faculty on best practices 	<ul style="list-style-type: none"> • Make university proposals • Research programming effectiveness • Interact with faculty and administration to promote change
Course Release	1 per year	1 per year	1 per year
Anticipated funding for travel, books, programming materials, etc.	\$4000	\$2000	\$2000

General Notes

- Although this appears as a three-step process, Fellows must apply each year. Receiving a Fellowship for one year does not guarantee continuing the Fellowship in future years.
- There is an expectation that a Year 1 Fellow will apply for Year 2 funding. It is optional and there is no expectation to continue to Year 3.
- If a faculty member is already an expert in area, they can request to skip Year 1 and apply directly for a Year 2 Fellowship.

Fellow Responsibilities

- Completion of proposed project
- Monthly meetings (during Fall and Spring) with Program Director of Center for Faculty Development
- Written update of progress at end of Fall semester
- Annual presentation and written report to the Faculty Advisory Board at end of Spring semester
- The Center Director and Faculty Advisory Board encourage Fellows to present their project results at professional meetings and/or submit their project results to a peer-reviewed journal or conference proceedings.

Submission

Submissions should include:

- The step of the fellowship (Year 1 – Scholar; Year 2 – Developer; Year 3 – Advocate)

- A one-paragraph executive summary of the project
- A description (1000 word maximum) of the project and planned activities. This description should address the selection criteria for that year of the award (see below) and the faculty member's qualifications.
- A description of the project's final products/deliverables that may include professional presentations and manuscript submission to a peer-reviewed journal or conference proceedings
- A project timeline for the year (Note: No summer work is expected.)
- An itemized budget
- A current vitae
- An email or written notification from the Department Chair and Dean approving the project (which can be submitted after deadline but is due before fellowship can be formally offered)

Submissions are due by email to facultydevelopment@uhcl.edu by **March 5, 2021**. We expect to complete the selection process by the first week of April. Faculty may be asked to revise submissions before an award is made.

Selection

The Program Director of the Center for Faculty Development and the Faculty Advisory Board will review applications and select the recipients. Given the current budget situation, we plan to make two or three awards for the 2020-2021 academic year.

Criteria for selection includes:

Year 1 Fellow - Scholar

- Scope and criticality of topic to UHCL faculty development
- Quality of plan for developing expertise in particular topic
- Likelihood of continuing to Year 2

Year 2 Fellow - Developer

- Scope and criticality of proposed programming to UHCL faculty development
- Expertise in topic area
- Quality of proposed programming

Year 3 Fellow - Advocate

- Scope and criticality of project contribution to UHCL organizational development
- Expertise in topic area
- Likelihood of being able to effect change

If you are considering this Fellowship, we strongly encourage you to meet with the Center for Faculty Development to discuss your ideas and prepare your proposal.

If you have questions about the Center for Faculty Development Fellowship, please contact Robert Bartsch at the Center for Faculty Development at facultydevelopment@uhcl.edu