

Big XII Faculty Fellowship

Program Guidelines

- During each academic year, six fellowships will be available to KU faculty.
- All tenured and tenure-track faculty on the Lawrence Campus are eligible to apply.
- The faculty member may visit any of the Big XII universities.
- The University of Kansas will continue the faculty member's salary during the period away from campus assuming they are already on salary at the time of the visit; otherwise, salary will not be covered.
- The University will provide reasonable travel, lodging, and meal expenses attendant to the visit up to a maximum of \$2,500.
 - NOTE: Reimbursement for lodging and per diem expenses must follow state travel policies and procedures.
- Supplies, equipment, or other expenses unrelated to travel will not be reimbursed.
- Visits will ordinarily be for two weeks, but longer visits are possible.
- Faculty members are responsible for arranging coverage of their duties during their absence from campus.
- The Fellowship cannot be combined with a sabbatical leave, external fellowship, or other leaves.
- After the visit, the faculty fellow will submit a brief report to the Provost describing the outcomes of the visit and offering suggestions for future planning.

Application Packet Must Include

- Completed application form identifying the host university and unit, dates of the visit, faculty sponsor(s) at the host university, and required signatures.
- A current curriculum vitae
- One-page description including the following information:
 - Purpose and activities of the visit
 - Expected outcomes
 - Description of how the visit will complement your current or proposed area of teaching or research
 - The benefit of the visit to your department/school
- Statement of support from the department chair and dean indicating:
 - How the faculty member's responsibilities will be covered
 - The prospective benefits of the experience for both the faculty member and the unit
- A letter of invitation from the Big XII host institution department or school. The letter should indicate their willingness to host the visit and projected benefits to their program or unit.

- A detailed budget (transportation, meals, and lodging).
 - Note: Budgets must follow state travel regulations
- [Submit your completed Application Packet online](#) no later than **July 1, 2022, at 5:00 pm**

Additional Information

Incomplete applications will not be evaluated. Should six fellowships not be given out in response to this call for applications, additional applications may be considered until **September 9, 2022**.

When projects are of equal merit, preference will be given to:

- Faculty members who have not had sabbaticals or other internally sponsored leaves in the past three years
- Projects that take advantage of timely opportunities
- Projects that possess a strong potential for promoting inter-institutional collaborations

Opportunities for Faculty Visits from Other Big XII Universities

We encourage you to consider inviting Big XII colleagues to visit the University of Kansas if their visit would enrich the experiences of our faculty and students. This program offers a unique opportunity for collaboration and interaction. When plans have been confirmed, please notify the Office of Faculty Development (facultydev@ku.edu) of the individual's name, home institution, and department, the dates of the visit and the purpose. Host departments are responsible for advising the visiting Fellow concerning temporary housing and for making the arrangements concerning office space, telephones, clerical help, parking, and use of the library or specialized research facilities.

Individuals from other institutions must apply for participation through their home institutions. Expenses are to be covered by the home institution.



Big XII Faculty Fellowship Program Application

Applicant Information

Full Name: _____ Date: _____
Last *First* *M.I.*

Faculty Rank _____

College/School _____ Department _____

Campus Phone _____ Campus Email _____

Host University _____

Host Unit _____

Faculty Sponsor
(Host University) _____

Date of Visit _____

Checklist of items to be attached:

- Curriculum Vitae
- One-page description of the purpose and activities of the visit, the outcomes expected to be derived from the fellowship (see guidelines)
- Statement from the department chair and Dean indicating support, the prospective benefits of the experience for both the individual and unit, and indicating how the faculty member's responsibilities will be covered
- Letter of invitation from the Big XII host institution department
- Detailed budget (transportation, meals, and lodging)

Signatures

Applicant's Signature: _____

Department Chair's Signature: _____

Dean's Signature: _____

[Applications should be submitted online](#) no later than July 1, 2022, with decisions rendered shortly thereafter.