12.99.01.C0.02 External Faculty Fellowships and Awards

Revised: November 17, 2025
Next Scheduled Review: November 17, 2030
Revision History

Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) encourages its faculty to apply for external fellowships and awards that provide professional development opportunities for faculty and benefit the university. Such fellowships and awards typically facilitate faculty research, scholarship, and creative activity. They often require faculty reassignment time for some or all of their regular teaching and service requirements while they continue to receive normal salary and benefits.

Procedure

1. APPLYING FOR FELLOWSHIPS

1.1 Faculty members intending to apply for a fellowship must get approval from their department chair/supervisor and dean/director of the academic unit (e.g., college, school, library) prior to applying for a fellowship program. Faculty members who intend to ask for reassignment time while supported by the fellowship must inform their department chair/supervisor and academic unit dean/director of this intent. The department is not obligated to accept the reassignment time conditions related to the fellowship. The academic unit dean/director must then notify both the Provost and Vice President for Academic Affairs (Provost) and the Executive Vice President for Research and Innovation (EVPR) of the reassignment time request.

1.2 Faculty members intending to apply for a fellowship will follow the established process of submitting applications for review and/or submission through Texas A&M System Sponsored Research Services (SRS). Faculty members should contact the Office of Research Development for assistance and/or questions.

1.3 If the fellowship involves a foreign entity, the faculty member must submit the application to TAMU-CC's Financial Conflict of Interest and Export Control Officer for review prior to applying for the fellowship program. If the fellowship

involves a high-risk global engagement or international collaboration, the Financial Conflict of Interest and Export Control Officer will meet with the faculty member to ensure the security, safety, and avoidance of risk in accordance with university rule *15.05.04.C1, High-Risk Global Engagements and International Collaborations*.

2. REASSIGNMENT TIME FOR FELLOWSHIPS

Faculty members who receive a fellowship may request reassignment time from normal duties for the purpose of the award (research, scholarship, creative activity, professional development). Depending on the fellowship, the faculty member might receive reassigned time for a course, semester, or full academic year of teaching/service. Applications for reassignment time will be received by the department chair/supervisor and forwarded to the academic unit dean/director and Office of the Provost for approval. Faculty fellowship reassignment times can be either (a) reassignment time with university contribution to salary or (b) reassignment time without university contribution to salary.

2.1. ELIGIBILITY

2.1.1. The faculty member must be full-time and in good standing at the university.

2.1.2. The department chair/supervisor and academic unit dean/director must endorse the request and certify that the department will be able to cover the faculty member's teaching and service responsibilities during their absence.

2.1.3. When allowed and when the awardee agrees, the award should be paid directly to TAMU-CC following the sponsor's rules and research administration best practices. The Provost and the EVPR must approve exceptions.

2.1.4. The award may not duplicate funds awarded from other sponsors.

2.2. APPLICATION FOR REASSIGNMENT TIME

2.2.1. Faculty members who wish to submit fellowship proposals may obtain the Fellowship and Award Intent to Apply Notification Form from the Academic Affairs website (also available in the Appendix of this procedure).

2.2.2. When submitting a notification form, the applicant should provide clear benefits expected for the university and the length of reassignment time requested.

2.2.3. The notification form should include the completed fellowship application, if available.

2.2.4. A completed notification form will be routed to the department chair/supervisor, academic unit dean/director, Provost, and EVPR.

2.3. EVALUATION CRITERIA

When evaluating faculty fellowship reassignment time applications, the university administration will consider the merit and feasibility of the activity.

2.4. RECOMMENDATIONS

Pursuant to the recommendation of the department chair/supervisor and dean/director of the faculty member's academic unit, the application will be submitted to the Office of the Provost and the Office of the EVPR. The Office of the Provost and the Office of the EVPR will review the recommendations, determine the university's contribution to the project, and accept/reject the application. The Office of Sponsored Research Administration will be notified of the decision if the external application must be submitted by the institution.

2.5. REQUIREMENTS OF BEING ON REASSIGNMENT TIME

2.5.1. Faculty members on faculty fellowship reassignment time are considered full-time employees of the university.

2.5.2. Faculty fellowship reassignment time is made with the understanding that recipients will continue employment with TAMU-CC for at least one (1) year following the fellowship.

2.5.3. A faculty member on faculty fellowship reassignment time may not accept employment from any other person, corporation, or government, unless the Texas A&M University System Board of Regents determines that it would be in the public interest to do so and expressly approves the employment.

2.6. TIMELINE

If the fellowship is awarded, the faculty member would normally request and receive approval for the department to provide coverage for their courses at least two months prior to the semester the reassignment time begins and preferably before that semester's course scheduling is completed.

2.7. FACULTY FELLOWSHIP REPORT

A report of two (2) to three (3) pages in length should be submitted to the

department chair/supervisor within 60 days after the reassignment time period ends. The department chair/supervisor will forward the report to the academic unit dean/director, who will in turn send it to the Office of the Provost and the Office of the EVPR. The report should include the following:

(a) A statement of purpose for which the fellowship was given;

(b) Accomplishments during the fellowship which fulfilled the stated purpose; and

(c) Future accomplishments likely to result from the fellowship.

The faculty member may be expected to present the results of their faculty fellowship at a university colloquium the year they return to campus.

2.8. FUNDING

It is understood that the granting of faculty fellowship reassignment time is pending availability of funds from the fellowship itself or the university.

3. SALARY AND EXPENDITURES

The university will support faculty members who are awarded fellowships and awards. A faculty fellowship typically entitles the incumbent to salary support for the reassignment time and, in some cases, may also provide discretionary research funding. All expenditures of fellowship funds must be in accordance with the original sponsor's agreement and applicable university rules and procedures and system policies and regulations.

3.1. In any instance where the sponsor pays the university, the funds will be administered through the faculty member's academic unit in coordination with the Division of Research and Innovation.

3.2. In those cases where the sponsor provides the fellowship funds directly to the faculty member, the faculty member must inform their department chair/supervisor and academic unit dean/director of receipt of such funds.

3.3. If the program provides the option for university administration of funds or self-administration of funds, the faculty member may choose.

3.4. Fellowship money is often provided by a sponsor to support time for research, scholarship, and creative activity. In those cases, the award may be used to pay the faculty member's salary. However, the sum total of monthly salary received from the university, other extramural sources, and the fellowship may not exceed 100% of institutional monthly base salary.

3.5. If the faculty member's salary is lower than the fellowship amount, the fellowship can be used to pay for their salary and fringe benefits or to hire adjuncts to teach the courses the faculty member usually teaches. The remaining funds can be used for other research costs and related expenses and will be made available via stipends, travel funds, a research budget, etc. Any funds remaining must be spent within one (1) year after the end of the fellowship period, if allowed by the funding agency.

3.6. If the faculty member's regular salary is higher than the fellowship amount, the academic unit dean/director can use the entire fellowship amount toward their salary and fringe benefits and pay the difference as in-kind support.

3.7. In some cases, the institution may cover the full gap between the fellowship award and the faculty member's salary. For faculty members with higher salaries, the institution retains the option of partial coverage of the gap.

4. PRESTIGIOUS AWARDS

4.1. The process for applying and managing fellowships and awards will be the same for all awards regardless of prestige. Those faculty awards listed in the most current annual accountability report by the Texas Higher Education Coordinating Board (THECB) and the most current version of the prestigious and highly prestigious awards listed by the National Academies on its website should be rewarded with a specific stipend and/or merit increase. This increase is in addition to any merit award based on satisfactory performance evaluations. All awards should be included as part of the faculty member's annual review conversation regardless of listing.

4.2. Pending availability of funds, fellowships, awards, and honors that are listed by the THECB or the National Academies include one of the forms of compensation outlined below.

(a) A permanent merit increase may be given for the first award that is listed by THECB or is in the highly prestigious category in the National Academies list. Subsequent awards from these lists may be rewarded with lower merit increase amounts than the first award. Merit increases may be implemented at the end of the award period, outside of the normal merit process.

(b) A one-time stipend may be given for the first award that is listed by THECB or is in the highly prestigious category in the National Academies list. Subsequent awards from these lists may be rewarded with lower stipend amounts than the first award. Prestigious awards in the National Academies list may include a stipend for the first award and a lower stipend amount for subsequent awards. Stipends may be

paid in advance of the award period.

(c) Research costs (travel, materials, relocation, etc.) beyond those covered by the award may receive funding.

Related Statutes, Policies, or Requirements

System Regulation *12.99.01, Faculty Development Leave*
University Procedure *12.99.01.C0.01, Faculty Development Leave*

This procedure supersedes:

- *12.99.01.C0.02, External Faculty Fellowships*

Appendix

Fellowship and Award Intent to Apply Notification Form

Contact Office

Contact for clarification and interpretation:	Provost and Vice President for Academic Affairs 361.825.2722