

## 12.99.01.C0.02 External Faculty Fellowships and Awards



Revised: May 11, 2020

Next Scheduled Review: May 11, 2025

[Revision History](#)

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### Procedure Summary

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Texas A&M University-Corpus Christi (TAMU-CC) recognizes that a vibrant, professionally active faculty is essential to its success and 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 from some or all of their regular teaching and service requirements while they continue to receive normal salary and benefits.

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### Procedure

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#### 1. APPLYING FOR FELLOWSHIPS

Faculty intending to apply for a fellowship must get approval from their department chair/supervisor and dean prior to submission of a fellowship program. Faculty who intend to ask for reassignment time while supported by the fellowship must inform their department chair/supervisor and dean of this intent. The department is not obligated to accept the reassignment time conditions related to the fellowship. The dean must then notify both the Provost and Vice President for Academic Affairs (Provost) and the Vice President for Research and Innovation (VPR) of the reassignment time request.

#### 2. REASSIGNMENT TIME FOR FELLOWSHIPS

Faculty 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 be reassigned from a course, a term, or a full academic year of teaching/service. Applications for reassignment time will be received by the department chair/supervisor and forwarded to the dean and Office of the Provost for approval. Faculty fellowship reassignment times can be one (1) of two (2) types: (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 dean 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 VPR 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 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 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, dean, Provost, and VPR.

## 2.3. EVALUATION CRITERIA

When evaluating faculty fellowship reassignment time applications, the university administration will consider the merit and feasibility of the activity. Such considerations shall include, but are not limited to:

- (a) The prestige of the fellowship or award;
- (b) The merits of the proposed fellowship activity in relation to the aims and purposes of TAMU-CC as stated in the university's strategic plan;
- (c) The merits of the proposed fellowship in enhancing the applicant's teaching, scholarship, and/or creative work;
- (d) The merits of the proposed fellowship in contributing to the advancement of knowledge in the field; and

- (e) The applicant's stated intention of continued service in the profession and at TAMU-CC.

## 2.4. RECOMMENDATIONS

Pursuant to the recommendation of the department chair/supervisor and dean of the faculty member's academic unit (e.g., college, library), the application will be submitted to the Office of the Provost and the Office of the VPR. Each office will review and accept/reject the recommendations and determine the university's contribution to the project. 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) academic 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 to provide coverage for their courses of instructions at least two months' notice prior to the semester reassignment time begins, and preferably before that semester's scheduling is completed.

## 2.7. FACULTY FELLOWSHIP REASSIGNMENT TIME 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 dean, who will in turn send it to the Office of the Provost and the Office of the VPR. 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 reassignment time at a university colloquium the year they return to campus.

## 2.8. FUNDING

It is understood that 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 dean of receipt of such funds.
- 3.3. If the program provides the option of 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.
- 3.6. If the faculty member's regular salary is higher than the fellowship amount, the dean 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 with high salaries, however, the institution retains the option of partial coverage of the gap.

#### 4. PRESTIGIOUS AWARDS

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 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.

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

- (a) A permanent merit increase will 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 will be rewarded with lower merit increase amounts than the first award. Merit increases will be implemented at the end of the award period, outside of the normal merit process.
- (b) A stipend will 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 will be rewarded with lower stipend amounts than the first award. Prestigious awards in the National Academies list will include a stipend for the first award and a lower stipend amount for subsequent awards. Stipends shall be paid in advance of the award period.
- (c) Research costs (travel, materials, relocation, etc.) beyond those covered by the award may receive funding.

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### **Related Statutes, Policies, or Requirements**

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System Regulation [12.99.01, Faculty Development Leave](#)

This procedure supersedes:

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

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[Fellowship and Award Notification](#)

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### **Contact Office**

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Contact for clarification and interpretation: Provost and Vice President for Academic Affairs  
(361) 825-2722