APPALACHIAN COLLEGE ASSOCIATION

FACULTY FELLOWSHIP PROGRAM

Information Session

August 7, 2020

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Vice President for Academic Programs
**Why the Revisions?**

- Charged by ACA Board of Directors and reviewed by Council of Chief Academic Officers
- Reviewed 2012-2021 data regarding applications, awards, and institutional allotments and collected (through survey) feedback from most of the CAOs
- $2.7 million in awards, with 274 applications and 141 awards (51% support rate)

Two major findings from the CCAO’s review:

1. While 33 of the 35 members had at least one application during this period, the variation in applications, awards, and funds was substantial:
   - 29% of the awards went to just three schools; 49% to just seven members
   - 40% of actual funding flowed to just three schools; nearly 57% to just six institutions

2. Applications tend to request larger amounts of funding, meaning only a small number of faculty receive support each cycle
   - The program supported only 14 awards in each of the last two years
   - Average award in the past year was nearly $20,000; the prior year’s average was nearly $22,000
GOALS OF THE REVISIONS

✓ Revise program policies and procedures

✓ to correspond better with member institutions’ internal policies and practices regarding sabbaticals and other means of supporting faculty research

✓ to ensure a more equitable and widely dispersed allocation of fellowship funding across member schools

✓ To allocate awards that promote research and professional development as optimally as possible among our faculty and our institutions
APPLICATION PROCESS

• Application cycle opens in August

• Submission deadline for all application materials is October 31

• Awards made this year fund projects in the following year

• To be eligible,
  • must be a full-time faculty member at an ACA institution for at least two years prior to application
  • must teach at same ACA institution for at least one additional academic year
  • must receive endorsement of one’s chief academic officer

• Review Committee will not consider more than four applications from a single institution in a single application cycle; no school may receive funding totaling more than $40,000 in a single year
TYPES OF FELLOWSHIPS

❑ **One-Semester Professional Leave Fellowships**
   Maximum of $20,000 to cover institutional expenses associated with the absence of faculty member from normal duties and/or for costs associated with the research project. These funds may be used for post-doctoral research or to support pre-doctoral progress toward completion of one’s terminal degree.

❑ **Summer Research Fellowships**
   Maximum of $7,500 that may cover costs associated with the research project, e.g., travel, research materials, including up to a maximum of $3,750 as direct stipend to the recipient.

❑ **In-Year Research Fellowships**
   Support for release from standard institutional duties during a semester or over a full academic year, used to cover replacement expenses incurred by the institution and/or research costs associated with the applicant’s project. Projects entailing a standard one-course release are available up to a maximum of $5,000. Projects supported by release from two or more standard classes (or equivalent duties) may seek up to $10,000.
APPLICATION MATERIALS: POST-DOCTORAL FELLOWSHIPS

❖ Project narrative
  - Clear and realistic goals, methodologies, expected outcomes, and timeline
  - Limited word count based upon type of fellowship sought (2,000/1,200/750 words)
  - Demonstrates importance of project to applicant, to institution, and/or to academic discipline

❖ Anticipated Budget/Expenditures
  - Funds flow to institution, who allocates funds based upon internal protocols and approved proposal budgets
  - Funds may be used to offset the expenses incurred by the institution due to faculty absence and/or to cover legitimate research expenses related to the applicant’s project

❖ Reference letter from Peer
  - Must be a colleague from another institution who possesses demonstrated expertise on the applicant’s research
  - Letter should indicate applicant’s competence to complete the project within the time allotted

❖ Current Curriculum Vitae (not to exceed five pages)

❖ CAO endorsement letter
  - Furnishes assessment of applicant’s competence to complete the project and its value to one’s institution
  - Verifies that applicant and CAO agree on allocation of proposed budget for the project
APPLICATION MATERIALS: PRE-DOCTORAL FELLOWSHIPS

❖ Project narrative
  • Clear and realistic goals, methodologies, expected outcomes, and timeline
  • Limited word count based upon type of fellowship sought (2,000/1,200/750 words)
  • Demonstrates importance of project to applicant, to institution, and/or to academic discipline

❖ Anticipated Budget/Expenditures
  • Funds flow to institution, who allocates funds based upon internal protocols and approved proposal budgets
  • Funds may be used to offset the expenses incurred by the institution due to faculty absence and/or to cover legitimate research expenses related to the applicant’s project (including tuition and other costs related to coursework)

❖ Letters demonstrating proof of admission/attendance
  • If coursework already begun, include transcript of completed coursework
  • If just beginning the program, letter of proof of admissions to the institution (or some equivalent)
  • Letter from advisor indicating ability to complete proposed coursework within time allotted

❖ Current Curriculum Vitae (not to exceed five pages)

❖ CAO endorsement letter
  • Furnishes general assessment of applicant’s competence to complete the project
  • Verifies that applicant and CAO agree on allocation of proposed budget for the project
Some Other General Guidelines

➢ All application materials must be submitted through the ACA’s website in a timely manner; applications missing materials at the deadline will not be reviewed by the committee.

➢ The CAO’s endorsement letter is uploaded directly onto the ACA web portal; peer evaluators may also submit their letters directly, or the letter may be included as part of the applicant’s materials.

➢ The primary purposes of this fund is either work toward completion of terminal degree or research development. While this research will surely inform course development/teaching, proposals with the primary goal of developing courses are discouraged.

➢ All recipients of a fellowship are required to provide a (brief, two-page) final report on their work by no later than May 15 of the academic year the project is implemented. The report should capture the essence of one’s work and include general accounting of its expenditures.
**Evaluation of Applications**

- All applications are reviewed/scored by a five-person committee of the Council of Chief Academic Officers. Committee members do not review applications from their own institution.

- Applications are scored by committee members based upon the following 40-point metric:
  - Proposed Project: Quality and Substance (0 to 10 points)
  - Feasibility of the proposed timeline (0 to 2 points)
  - Benefit/importance to home institution (0 to 8 points)
  - Importance to one’s academic field (0 to 3 points)
  - CAO Endorsement (0 to 5 points)
  - Reviewer Recommendation(s) (0 to 3 points)
  - ACA Resource Use Priority (5 points for faculty who will complete terminal degree; 4 points for faculty who will make progress toward a terminal degree; and 3 points for faculty engaged in post-doctoral research)
  - Recent Fellowships at Applicant’s Institution (0 to 4 points, based upon recency of last fellowship to one’s institution)
FOR ADDITIONAL INFORMATION...

ACA FELLOWSHIP WEB PAGE
https://acaweb.org/professional-development/faculty-fellowships/

FACULTY FELLOWSHIP POLICIES AND PROCEDURES GUIDE

ADDITIONAL QUESTIONS
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Questions & Answers