Application for a Faculty Fellowship is a two stage process. Complete the initial application by following the steps provided in the instructions below. If your initial application is accepted, you will be contacted by a member of the Faculty Center staff who will work with you to refine the proposal and determine agreed upon dates and outcomes.

Instructions:

Step 1: Fill out the Initial Application Form provided with this instruction page.

Step 2: Request that your College Dean and Department Chair complete the Endorsement Form provided with this instruction page.

NOTE: Your application must include the College Dean and Department Chair endorsements to be accepted.

Step 3: Submit your completed Initial Application Form and Endorsement Form by emailing as an attachment to Faculty.Fellows@tamuc.edu with the subject line of “Faculty Fellowship Application” or through campus mail to Dr. Julie A. McElhany, Director, Faculty Center for Teaching with Technology.

NOTE: A notification of receipt will be emailed to the applicant.

Step 4: Keep a copy of the application form and signed endorsement page for your records.
Instructions:
Please complete this form and save it in electronic form as a Word or PDF. Email as an attachment to: Faculty.Fellows@tamuc.edu or send through campus mail to Dr. Julie McElhany, Director, Faculty Center for Teaching with Technology by Friday, June 13, 2014. Specific dates for the program, agreed upon activities, outcomes and an evaluation plan will be negotiated during the second stage of the application process if your proposal is accepted.

Applicant Information
Name:
Faculty Rank:
Full-Time A&M-Commerce Faculty Member for minimum of 1 year: ________ YES ________ NO

Application Narrative
Attach a brief (1-2 page) statement outlining a proposal for a Faculty Fellowship project. Within the statement, answer these specific questions:
• What educational challenges are you trying to address through the Faculty Fellows program?
• What student learning outcomes will your project address/improve?
• What impact will your proposed activities have on your program, department, and/or college?

Proposed Project Outline
Outline the schedule for the one-year Fellows project you are proposing. Include a timeline of activities which will guide you to the target completion date. (Note: The fellowship is for one full academic year which includes two long terms and the summer of the academic year.)

Departmental Resources
Briefly describe what type of support your department will offer. Types of support may include purchase of specialized hardware or software, or staff time for supporting program and course activities. Academic Affairs will provide for the one course release for each of the two long terms.

Evaluation
To fulfill the evaluative aspects of the program, Fellows use tools such as surveys, focus groups and instructor logs to address how the activities impact areas such as student learning, course logistics or student satisfaction. Briefly describe how you will evaluate the effectiveness of your proposal and its outcomes.

Applicant Signature
Sign and date your completed application.
Faculty Fellowship Endorsement Form

Instructions:
The following faculty member is applying for the Teaching & Learning Faculty Fellowship. The application must include the endorsement by the applicant’s Academic Department Chair and College Dean. Please complete the endorsement form below and email it to Faculty.Fellows@tamuc.edu or send through campus mail to Dr. Julie McElhany, Director, Faculty Center for Teaching with Technology.

Applicant & Proposed Project Information

Name of Applicant: ________________________________________________________________

Academic Department: ____________________________________________________________

Academic College: ______________________________________________________________

Fellowship project title and brief description:

Dean Endorsement

Please indicate your endorsement of this applicant for the Faculty Fellows program.

_____ (initials) The fellowship project described by the applicant will have an impact on the Department and College.

Department Chair Endorsement

Please indicate your endorsement of this application for the Faculty Fellows program.

_____ (initials) The fellowship project described by the applicant will have an impact on the Department and College.

I have examined the completed form and approve this application.

Name of supporting Dean (printed)______________________________________________________

Signature of Dean ___________________________ Date: ________________________________

Name of supporting Chair (printed) __________________________

Signature of Department Chair ___________________________ Date: __________________________