



2015-16 Faculty Fellowship –Special Project Application Instructions

Complete the application by following the steps provided in the instructions below. Return your completed application to the Center for Faculty Excellence & Innovation (CFEI) by **Friday, April 10, 2015**.

Instructions:

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

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

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

Step 3: Electronically submit your completed *Application Form* with essay question responses and curriculum vitae, as email attachments to CFEI.FacultyDev@tamuc.edu, with the subject line of "Faculty Fellowship Application – Special Project," or through campus mail to Dr. Julie McElhany, Director, Center for Faculty Excellence & Innovation, AGIT 222. Applicants may submit the *Endorsement Form*, signed by his/her Dean and Department Head with the application form, or it may be submitted by the Dean and/or Department Head. The *Endorsement Form* must be submitted by the April 10, 2015 due date for the application to be considered.

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

Step 4: Keep a copy of the application form and signed endorsement form for your records.



2015-16 Faculty Fellowship –Special Project Application Form

Instructions:

Please complete this form and save it in electronic form as a Word or PDF file. Email as an attachment to CFEI.FacultyDev@tamuc.edu or send through campus mail to Dr. Julie McElhany, Director, Center for Faculty Excellence & Innovation by **Friday, April 10, 2015**.

Applicant Information

Name:

Faculty Rank:

Full-Time A&M-Commerce Faculty Member for minimum of 2 years: _____ YES _____ NO

Application Essay Questions

Provide a 1-2 paragraph response to each of the following four (4) questions.

- 1) Why are you interested in applying for the 2015-2016 Faculty Fellowship?
- 2) Explain why you have the potential to contribute to and advance the professional development opportunities of faculty at Texas A&M University-Commerce.
- 3) Describe a few strategies that you anticipate utilizing to complete this special project.
- 4) What is your understanding of the faculty culture at this university?

Curriculum Vitae

Submit a current copy of your curriculum vitae with your application.

Applicant Signature

Sign and date this application form and submit at the same time you submit your Application Essay Question responses and curriculum vitae.

Applicant Signature

Date



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& INNOVATION



2015-16 Faculty Fellowship –Special Project Endorsement Form

Instructions:

The following faculty member is applying for the Faculty Fellowship – Special Project. This *Endorsement Form* **must** be received in the Center for Faculty Excellence & Innovation by the due date for the application to be considered. Please complete the endorsement form below and scan and email it to CFEI.FacultyDev@tamuc.edu or send through campus mail to Dr. Julie McElhany, Director, Center for Faculty Excellence & Innovation by **Friday, April 10, 2015**.

Applicant Information

Name of Applicant: _____

Academic Department: _____

Academic College: _____

2015-16 Faculty Fellowship – Special Project Topic: Lion Institutes for Educators (LIFE) professional development programs for faculty based on faculty career developmental stages

DEPARTMENT HEAD ENDORSEMENT

I have reviewed this applicant's application and endorse his/her involvement in the Faculty Fellowship – Special Project. Should this applicant be awarded the fellowship, he/she will be granted one reassigned time for the

(check one) _____ Fall 2015 Term _____ Spring 2016 Term

Name of supporting Department Head (*print*) _____

Signature of Department Head _____ Date: _____

ACADEMIC DEAN ENDORSEMENT

I have reviewed this applicant's application and endorse his/her involvement in the Faculty Fellowship – Special Project. Should this applicant be awarded the fellowship, he/she will be granted one reassigned time for the

(check one) _____ Fall 2015 Term _____ Spring 2016 Term

Name of supporting Dean (*print*) _____

Signature of Dean _____ Date: _____