

**Southern Methodist University Research Fellowship Program  
Dedman College**

I. Purposes

- A. To encourage the pursuit of knowledge and to enhance the individual's abilities and vitality as a scholar/teacher
- B. To support the University's expectation that each faculty member will be working at improving his/her professional competencies
- C. To enhance a faculty member's teaching effectiveness as well as scholarly productivity by giving a faculty member sustained time for research and writing, or for research and the advancement of an appropriate project in lieu of writing

II. Eligibility

- A. Faculty Research Fellowships shall be available to those qualifying persons who are regular full-time employees of the University holding faculty rank of assistant professor or higher.
- B. Tenured faculty may receive a University Research Fellowship during the seventh academic year following the academic year of the most recent paid research leave. Untenured, professorial rank faculty who are making satisfactory progress toward tenure may receive a University Research Fellowship as soon as the first year after their contract renewal.

III. Guidelines

- A. A Research Fellowship is not a reward for service rendered to the University.
- B. Normally, a Research Fellowship supports a one-semester leave at full pay or, when possible, a year-long leave at half pay. Benefits are prorated according to the salary actually paid.
- C. A Research Fellowship may be awarded only to a faculty member who presents a research plan that meets the essential standards of quality and promise. The Dean shall consult the Dedman College Faculty Council for advice about each Research Fellowship application.
- D. The Dean shall establish guidelines for determining the effect of outside grants or compensation upon the amounts awarded by the University.
- E. The budgetary support for a Research Fellowship must be approved by the Provost before an official commitment is made to a faculty member.
- F. A faculty member who accepts a paid research or educational leave under this program should recognize an ethical obligation to return to the University for at least one year of subsequent service. No other employment should be undertaken during the period of the leave, without the approval of the University administration.

#### IV. Procedures

- A. A faculty member shall submit a written proposal to the department Chair in the September preceding the year for which the leave is to be taken. Each proposal must include: a description of the research/study proposed, including its relation to the person's scholarly and teaching interest; a *vita*, including a list of previous research and publications; and a list of previous leaves granted by the University.
- B. The department Chair shall submit approved proposals to the Dean no later than September 15. A brief statement should be attached explaining the basis of departmental approval, the arrangement of teaching schedules which makes the leave possible, and what, if any, budgetary provisions will have to be made for part-time teaching.
- C. After authorization by the Provost, the Dean shall send to the faculty member a formal letter approving the Research Fellowship before the leave begins. The letter should set forth the terms of the fellowship.
- D. No later than November 1 of the academic year following the year in which the Research Fellowship was granted, the faculty member must submit to the Dean a written report of what has been accomplished.