



About

Faculty at the University of Nebraska-Lincoln have the responsibility to continuously search for new knowledge and transmit that knowledge through teaching and outreach. In order to maintain the high level of academic excellence required to fulfill these responsibilities, many faculty find it beneficial to periodically update and strengthen their professional skills.

While most faculty focus their efforts on their research programs through study, research, and writing during a Faculty Development Fellowship, also known as Faculty Development Leave, others choose to focus on teaching-related professional work such as curriculum development or improvements in instructional practice. The typical expectation is that faculty on FDF will be released from normal teaching, service, and administrative assignments. In most cases, a temporary reappropriation of duties will be appropriate for the duration of the Faculty Development Fellowship period.

The following information provides important guidance about Faculty Development Fellowships and instructions for completing an application.

Deadlines

Faculty members are encouraged to consult as early as possible in the planning process with their department chair or dean, as appropriate, regarding timing and activities for their Faculty Development Fellowship. Applications will be processed by the Executive Vice Chancellor's or IANR Vice Chancellor's Office as they are received. However, to enable appropriate planning both for the faculty member requesting the Faculty Development Fellowship and for the university, it is recommended that applications are received in the Vice Chancellor's Office by:

- **March 1** for fall semester and academic year FDF
- **September 1** for spring semester FDF

Faculty should check with their Dean's Office, as some colleges and departments have additional deadlines.

Policies

Faculty Development Fellowships are governed by the [Board of Regents bylaws](#) regarding Academic Leaves of Absence, Section 3.4.3.1 and the [Board of Regents policies](#) regarding Faculty Development Fellowships, Section 4.2.3.

In particular:

- Faculty who have held full-time appointments within the University of Nebraska for six years or more at the rank of assistant, associate, or full professor are eligible for a Faculty Development Fellowship.
- Faculty are encouraged to take advantage of this opportunity throughout their careers; six full years of service must elapse between each Faculty Development Fellowship.
- Faculty Development Fellowships are awarded on a competitive basis: each year there is one Faculty Development Fellowship available for every 10 eligible faculty members.
- A Faculty Development Fellowship provides 100% of regular pay for one-half of the normal annual appointment period, or 50% of regular pay for the full normal annual appointment period. The university will continue to make its full contribution to the various employee benefit programs in which the individual is enrolled.
- A faculty member's pay during the Faculty Development Fellowship period can be supplemented with external funding up to the faculty member's normal full-time compensation.
- It is required that the faculty member spend at least one year in the employment of the university after completing the Faculty Development Fellowship or reimburse the university for the full amount of the Faculty Development Fellowship, including benefits.
- A Faculty Development Fellowship cannot be used for the purpose of pursuing an advanced degree.

- If, after an application for Faculty Development Fellowship is approved, it becomes apparent that the specific proposal for the fellowship cannot be implemented, the Faculty Development Fellowship may be continued on the basis of an alternative proposal, or deferred, or withdrawn, upon mutual agreement by the faculty member, the department chair, the dean, and the vice chancellor.
- During the Faculty Development Fellowship period, the faculty member's full FTE still resides at the university and so all normal university policies and procedures apply (e.g., Conflict of Interest and Conflict of Commitment (COI-COC), travel policies, etc.).
- Within 30 days of returning to normal academic duties, the faculty member is required to file a written report on the activities of the Faculty Development Fellowship. This brief report should include: a comparison of the actual activities to those outlined in the proposal, relationship of the activities to the faculty member's professional growth within their discipline, and the ways in which the experience gained during the Faculty Development Fellowship period will improve their performance as a faculty member at the university. The faculty member should submit this report to their unit administrator, who will forward it to the dean, who will forward it to the Vice Chancellor's Office.

Completing the Faculty Development Fellowship Application

Section I. General Information

- **Previous Faculty Development Fellowships:** Indicate the term and year of all prior FDFs. (Reminder: To be eligible for an FDF, at least six years of full-time service must have elapsed between the completion of the last FDF and the start of the new FDF.)
- **Brief description of FDF project:** This should be a very short (100 words or less) abstract.
- **Full description of FDF project:** This should be a separate attachment that is no more than three pages and should include:
 - an updated report on the activities and accomplishments from any previous FDFs or other paid leaves;
 - a detailed description of the work to be undertaken during the proposed FDF; and
 - an explanation of the benefits of the proposed FDF to the university and to the faculty member.

Section II. Apportionment and Annual Evaluation Considerations

The objective of the Faculty Development Fellowship is to allow the faculty member to focus as much as possible on the proposed project; the apportionment during the FDF should reflect this effort. Typically, this means apportionment will be temporarily adjusted to represent the adjusted expectations of work during the FDF, and that apportionment will ordinarily be at or near 100% in the apportionment area related to the project. In most cases, this will be in research. It is rare to have faculty members retain activities related to their normal faculty responsibilities during the FDF.

For practice faculty, the proposed project may focus on teaching and/or professional development related to their teaching responsibilities and therefore the apportionment during the FDF will be at or near 100% teaching. Faculty members with majority extension apportionments will most likely have projects that focus on translational research or professional development related to their extension or research responsibilities and therefore will have an apportionment during the FDF at or near 100% extension or research.

The Bylaws of the Board of Regents requires that each faculty member be evaluated annually. This requirement remains in effect regardless of whether the faculty member is on FDF (or any other leave) for all or part of the evaluation period. Given that the annual evaluation must follow the faculty member's apportionment, it is critical that the unit administrator and the faculty member mutually agree, in advance, about how the work performed during the Faculty Development Fellowship period will be evaluated.

- **Apportionment before FDF:** This will be the faculty member's current apportionment.
- **Apportionment during FDF:** This will be the faculty member's apportionment during the FDF period. If any normal duties will be maintained, the apportionment related to those activities should be minimal and a strong justification should clearly explain why this activity cannot be paused during the FDF, or why another faculty member cannot assume those duties.

- **Apportionment after FDF:** This will be the faculty member's apportionment following the FDF period. If there are any differences between apportionment before the FDF and after the FDF, this should be explained. (Typically, this is the same apportionment as the apportionment assigned prior to the FDF.)
- **Statement of how duties will be covered during the FDF:** This statement should outline how normal duties will be covered during the FDF period and should address each area of the faculty member's apportionment. (Reminder: the typical expectation is that FDF projects are research-focused and that faculty on FDF will be released from normal assignments in other apportionment areas.)
- **Statement on FDF activities and annual evaluation:** This should be a statement of how the annual evaluation will be completed when the period of evaluation overlaps with the dates of the FDF. For example, if the applicant is on FDF with 100% research apportionment during a spring semester and back to "normal" apportionment of research, teaching, and service for the following fall semester, the annual evaluation of the work during that calendar year will typically consider the average apportionments of the two semesters to establish expectations of overall work during that year. In this example, one would expect higher research productivity and lower teaching productivity than a normal year without a FDF.

The goal of this statement is to ensure that the faculty member understands the expectations of their work during the FDF, how this will be evaluated by their academic unit, and that there has been a discussion between the faculty member and chair about these expectations. All areas of apportionment should be addressed. If there are any specific departmental standards or processes that would pertain to a leave of absence, these should be described. If any normal apportionment and responsibilities are to be retained during the FDF, this should be explained. Attach additional documentation if necessary.

Application Submission Process

1. Faculty members submit the Faculty Development Fellowship application packet to their unit administrator, who will submit to the college Dean's Office. A complete packet includes:
 - Application for Faculty Development Fellowship Form (Signatures should not be added to the application until received from the Vice Chancellor's Office in DocuSign.)
 - Full Description of the Faculty Development Fellowship project (no more than 3 pages addressing the activities and accomplishments from any previous FDFs or other paid leaves; detailed description of the work to be undertaken during the proposed FDF; and an explanation of the benefits of the proposed FDF to the university and to the faculty member)
2. The college Dean's Office will submit the application packet to the Vice Chancellor's Office. The college Dean's Office will notify the faculty member about the status of the application packet throughout the submission process.
3. The Vice Chancellor's Office will review the application packet to verify eligibility and that all requirements are met. Once the Vice Chancellor's Office review is complete, the Vice Chancellor's Office will notify the college Dean's Office and route the application packet for signatures in DocuSign. All parties will receive notification once the routing has been completed.
4. The Vice Chancellor's Office will secure approvals from the Chancellor's Office and the President's Office. The Vice Chancellor's Office will notify college Dean's Office once all approvals are in place.
5. The college Dean's Office will notify the faculty member when the FDF has been fully approved, and submit the necessary paperwork to the Payroll Office.

Important: Changes to an approved FDF should be communicated promptly to the unit administrator, Dean's Office, and Vice Chancellor's Office.



I. General Information

Name of Applicant: _____ Rank: _____
College: _____
Department(s): _____
NUID: _____ Contract Term (9-mo. or 12-mo.) _____
Previous Faculty Development Fellowship leave(s) (term and year): _____

Proposed Dates of FDF: _____
Title of FDF Project: _____
Brief Description of Project (no more than 100 words)

Full Description of Project (attach separate document no more than 3 pages)

II. Apportionment and Annual Evaluation Considerations (This section should be filled out after consultation between the applicant and the unit administrator.)

Apportionment Before FDF (i.e., current apportionment)

% Teaching	% Research	% Service	% Extension	% Administration
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Apportionment During FDF

% Teaching	% Research	% Service	% Extension	% Administration
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Apportionment After FDF (only if different from apportionment before FDF)

% Teaching	% Research	% Service	% Extension	% Administration
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Statement of how the faculty member's duties will be covered during the FDF (address each area of apportionment):

Statement on FDF activities and annual evaluation (Statement of how the annual evaluation will be completed when the period of evaluation overlaps with the dates of the FDF. Attach additional documentation if your response will not fit in the box below.)

III. Signature (to be obtained in DocuSign, which will be initiated by the Vice Chancellor's office):

Signature of Applicant:

Date:

IV. Approvals (to be obtained in DocuSign, which will be initiated by the Vice Chancellor's office):

So that evaluations can be performed according to this agreement, any faculty committees performing annual evaluations, salary advice, or promotion and/or tenure recommendations must receive a copy of this form. It is the responsibility of the unit administrator to ensure that happens.

Chair/Head/Director (if applicable):

Date:

Secondary Chair/Head/Director (if applicable):

Date:

Dean:

Date:

Secondary Dean (if applicable):

Date:

Executive Vice
Chancellor or Vice
Chancellor, IANR:

Date:

V. Acknowledgements

Please check each paragraph to acknowledge that you have read and understand the rules regarding Academic Leaves of Absence contained in Section 3.4.3.1 of the [Bylaws of the Board of Regents](#) and the rules regarding Faculty Development Fellowships contained in Section 4.2.3 of the [Policies of the Board of Regents](#). In particular, I understand that:

Faculty who have held full-time appointments within the University of Nebraska for six years or more at the rank of assistant, associate, or full professor, or at the rank of assistant, associate, or full professor of practice are eligible for participation in the Faculty Development Fellowship program. Faculty are encouraged to take advantage of this opportunity throughout their careers, and six full years of service must elapse between Faculty Development Fellowships.

Faculty Development Fellowships are awarded on a competitive basis: each year university wide, there is one Faculty Development Fellowship available for every 10 eligible faculty members.

A Faculty Development Fellowship provides full pay for one-half of the normal annual appointment period, or 50% of regular pay for all of the normal annual appointment period. In the latter case, the faculty member may accept outside funds as a supplement, up to the level of the faculty member's normal full-time compensation. The university will continue to make its full contribution to the various employee benefit programs in which the individual is enrolled.

It is required that the faculty member spend at least one year in the employment of the university after completing the Faculty Development Fellowship or reimburse the university for the full amount of the Faculty Development Fellowship, including benefits.

If, after a Faculty Development Fellowship is awarded, it becomes apparent that the specific proposal for the fellowship cannot be implemented, the award may be continued on the basis of an alternative proposal, or deferred, or withdrawn, upon mutual agreement by the faculty member, the department chair, the dean, and the appropriate vice chancellor (the vice chancellor for the Institute of Agriculture and Natural Resources for IANR faculty, and the executive vice chancellor for all other faculty).

The faculty member should be aware that their full FTE still resides at the university during the time of a Faculty Development Fellowship and so all normal university policies and procedures apply (e.g., Conflict of Interest and Conflict of Commitment, travel policies, etc.).

Within 30 days of returning to normal academic duties, the faculty member is required to file a written report on the activities of the Faculty Development Fellowship. This brief report should include: comparison of the actual activities to those outlined in the proposal, relationship of the activities to the faculty member's professional growth within his or her discipline, and the ways in which the experience gained during the Fellowship period will improve his or her performance as a faculty member at the university. The faculty member should submit this report to their chair/head/director, who will forward it to the relevant dean, who will forward it to the vice chancellor for IANR or the executive vice chancellor, as appropriate.

By signing below, I hereby acknowledge that I have read, understand, and agree to follow the rules regarding Academic Leaves of Absence contained in Section 3.4.3.1 of the [Bylaws of the Regents](#) and the rules regarding Faculty Development Fellowships contained in Section 4.2.3 of the [Policies of the Board of Regents](#), if I should be approved for such a leave.

Signature of Applicant:

Date:

(to be obtained in DocuSign, which will be initiated by the Vice Chancellor's Office)