

FELLOWSHIP OPPORTUNITY for ENHANCING INTERDISCIPLINARY COLLABORATIONS at LUC

Intra-University Visiting Fellowships

Intra-University Visiting Fellowships offer faculty the opportunity to spend a semester immersed in an LUC department or school outside of their own. This immersion allows awardees to develop a deeper understanding of related fields that offer collaborative opportunities for research, teaching, and other scholarly activities. The awardee will serve as an ambassador to the host department and foster a deeper connection between the awardee's home and host departments. The ultimate goal is to develop a more enmeshed research network across all academic units within Loyola.

The Fellowship includes a release from all teaching responsibilities, as well as service for the home department unit, but not University service. Receiving this fellowship does not impact a faculty member's eligibility for a standard sabbatical.

The Intra-University Visiting Fellowship will give faculty the opportunity to:

- Learn from and with expert colleagues in other fields who can help to address complex, multifaceted problems that require interdisciplinary approaches
- Learn from and with experts in other fields who can help to develop curriculum and pedagogical approaches from an interdisciplinary perspective
- Learn how to engage in interdisciplinary research and teaching

Prior to applying for the fellowship, the applicant should establish a connection with a faculty member (or members) in the host department/school to develop goals for the program. The host faculty is/are expected to assist in development of the application and submit with the fellowship application a separate letter explaining expertise, planned work, and expected outcomes.

The Faculty Development Review Committee (FDRC) reviews Intra-University Visiting Fellowship applications and makes recommendations to the Provost regarding their funding as resources are available. The FDRC is an elected committee within the University Shared Governance system.

Questions about applications for fellowships should be directed to the department chair. Additional help is available from The Office of Faculty Affairs.

Eligibility and Requirements for the Award

- To be eligible for this fellowship, an individual must have completed a minimum of three full years of service (six semesters) as a tenure track or tenured faculty at Loyola between the end of any previous paid (research or administrative) or subvented leave and the anticipated beginning date of the fellowship. Interest from underrepresented minority faculty should be cultivated by department chairs and deans.
- A recipient of this fellowship following a Mid-Probationary one-semester paid research leave must have served an additional four years at Loyola (one semester of which may be the Mid-Pro leave) after that Mid-Probationary Review and before the anticipated beginning of the fellowship.

- Intra-University Visiting Fellowships shall be granted only in connection with activities that promise to enhance the recipient's professional competence and contributions in accordance with her/his present or future position at Loyola University Chicago.
- Awardees and their host faculty will be expected to present their collaborative research to the home and host departments at a joint seminar within 90 days of the completion of the fellowship semester. They may also present other collaborative research and teaching opportunities developed during the awardee's visit. There is also an expectation that this collaboration will lead to the dissemination of the joint research through publication in peer-reviewed journals, presentation at conferences, and/or application for external grants.
- A report must be filed with the individual's department, college or school, and the Office of Faculty Affairs (faculty-admin@luc.edu) describing the professional activities accomplished during the fellowship and outlining future plans (publications, creative activities, grant applications, curricular innovations, etc.) deriving from fellowship activities.
- Unsuccessful applications will not be automatically rolled over into subsequent competitions. Applications must be re-filed by those wishing to be considered in subsequent years.
- Unsuccessful applicants will receive a brief summary of the FDRC's feedback and comments.
- A faculty member receiving a fellowship from Loyola is expected to complete two semesters of service to Loyola following completion of the fellowship.

Submission Details

Applicants should submit the following materials:

- Abstract (up to 300 words)
- A Description of the Project of no more than four double-spaced pages in length. This document should describe the project based on the identified opportunities of the Intra-University Visiting Fellowship Program. The Description of the Project should provide a rationale for your selection; indicate the focus of the project; state the interdisciplinary research value of the project; explain the potential contribution to your field and the field of the host department; describe the significance of the project to Loyola; and indicate the benefit of this Fellowship to the faculty member's home department, the host department, and the University.
- Timeline and dissemination plan (up to 300 words)
- Full CVs of both the applicant and the host faculty
- List of extramural resources that may be required (optional)
- Appendices with any relevant supporting material (optional)
- Letters from the applicant's Department Chair *and* School Dean or designee
- Letters from the host Department Chair *and* School Dean or designee
- Letter from the host faculty on planned work and expected outcomes

All material must be submitted through the Interfolio system. An applicant must notify their dean's office of their intent to apply so that a case may be created in Interfolio. Please consult your school or college to confirm deadlines for any required preliminary steps. As there are multiple academic units reviewing, the Deans' Offices should be provided at least three weeks for review.

School/College Review

An evaluation of the proposal from the Chair/Program Director, Dean of the School/College and from the school/college-level FDRC is required. These evaluations should comment on the technical merit of the proposal, as well as the importance of the fellowship for the faculty member's professional development, for the interdisciplinary connection it will provide between home and host departments, and for the university. As there are multiple academic units reviewing, the Deans' Offices should be provided at least three weeks for review. The Chair/Program Director, school/college-level FDRC and the Office of the Dean will submit their evaluations through the Interfolio system.

Proposal Review Procedure

Proposals will be reviewed and recommended for funding or non-funding by the Faculty Development Review Committee (FDRC). The committee members will review all applications. In addition, each proposal will also be assigned one primary and two secondary reviewers, in accordance with the expertise of FDRC members in a given year. These assignments are usually made by the Chair of the FDRC. The reviewers will assess the applications on each of the following categories:

- A. This proposal effectively explains the significance of the proposed work; shows promise of developing interdisciplinary collaboration among faculty in departments/schools at Loyola; shows how the work will significantly advance our understanding of the complex problems being addressed;
- B. This proposal demonstrates that the applicant has a grasp of the complex problem being addressed and of the associated literature;
- C. This proposal outlines methods or approaches to the proposed work in a way that convinces the reviewer that the objectives of the project will be achieved;
- D. This proposal is written clearly and in a manner that can be evaluated by faculty peers for its scholarship quality;
- E. This proposal makes clear that the applicant and host have the expertise to carry out the project and that both research programs will be advanced by this award, and demonstrates promise for a continued interdisciplinary collaboration between the fellow and the host department/school;
- F. This proposal makes clear the extent to which the fellowship is necessary and/or important to the bridging of the two departments/schools as well as the completion of the project.
- G. This proposal outlines the plan for disseminating the results of this project.

Having considered all of these criteria, the Faculty Development Review Committee members will rate the proposal on a five point scale where five indicates "exceptionally ready for funding," three indicates "ready for funding," and scores below three indicate that the proposal is judged not ready for university funding.

Clearances

Applicants are reminded that all projects involving human subjects, biohazards, radiation, or the use of live vertebrate animals require approval by the appropriate oversight committee before they can begin. Please contact The Office of Research Services for further assistance with this process.

Final Report

Successful applicants will be required to submit a single-page report to the Office of Faculty Affairs, faculty-admin@luc.edu, by the end of the next semester after the conclusion of the leave. This report should describe the professional activities accomplished during the fellowship and outline future plans (publications, creative activities, grant applications, curricular innovations, etc.) deriving from fellowship activities.

Awardees and their host faculty will also be expected to present their collaborative research to the home and host departments at a joint seminar within 90 days of the completion of the fellowship semester. They may also present other collaborative research and teaching opportunities developed during the awardee's visit. There is also an expectation that this collaboration will lead to the dissemination of the joint research through publication in peer-reviewed journals, presentation at conferences, and/or application for external grants.

External Applications

When appropriate, applicants are encouraged to submit identical or complementary proposals to external funding agencies.

Timeline

October 15 – October 31: School/College notifies Faculty Administration the list of faculty who will need Interfolio cases via Interfolio@luc.edu.

November 1 – January 19 - Internal school/dept review

January 23rd – February 3r - Review period for FDRC

Week of February 6 - Decision meetings for FDRC

Awardees notified no later than **February 10**