

# Big 12 Faculty Fellowship Program at BYU 2025

## BYU Academic Vice President's Office

### DESCRIPTION

The Big 12 Faculty Fellowship Program helps stimulate scholarly collaborations between faculty of member institutions. Fellowships offer faculty the opportunity to travel to Big 12 universities to exchange ideas and stimulate activities in teaching, scholarship, and citizenship. Faculty visits will ordinarily be for two weeks, but longer visits are possible. The Fellowship Program has the following guidelines:

- BYU CFS-track faculty members may propose to visit any current Big 12 university.
- The faculty member works with the host unit (department, research center, etc.) to determine that unit's receptivity and available dates.
- The host unit invites the faculty fellow by providing a letter of invitation.
- BYU provides up to \$4,000 toward transportation, room, and board.
- Up to 5 Fellowships will be available annually for BYU faculty.
- Visits will normally be for two weeks, but longer and shorter visits are possible.
- Within one month after the visit, the faculty fellow will submit a brief report to [lynn\\_patten@byu.edu](mailto:lynn_patten@byu.edu) describing the outcomes of the visit.
- Faculty members will be responsible for arranging with their line leadership (usually a Chair or Dean) a plan to cover their BYU duties during their absence.
- The faculty fellow may consult with faculty and students, offer lectures or symposia, or otherwise engage in scholarly activities agreeable to the visitor and host institution.
- The faculty member submits application materials as outlined below at least two months before the proposed visit.

### APPLICATION MATERIALS

- A completed cover sheet (see following page) identifying the host university and unit, dates of the visit, and faculty sponsor(s) at the host university.
- One-page description including the following information:
  - Purpose and activities of the visit
  - Expected outcomes
  - Description of how the visit will complement current or proposed areas of teaching or research
  - A plan, approved by the faculty member's chair or dean, describing how the faculty member's responsibilities will be covered during their absence
  - Other benefits of the visit (optional)
- Statement of support from the line leadership (usually a department chair or dean) indicating:
  - That they have worked with the faculty member on an approved plan for how the faculty member's responsibilities will be covered.
  - The line leader supports the proposal
- A letter of invitation from the Big XII host unit. The letter should indicate their willingness and interest to host the visit
- A detailed budget (transportation, meals, and lodging)
- A current CV

When projects are of equal merit, preference will be given to:

- Projects that possess a strong potential for promoting inter-institutional collaborations
- Projects that take advantage of timely opportunities
- Projects related to "mission-inspired" scholarship

### OPPORTUNITIES FOR FACULTY VISITS FROM OTHER BIG 12 UNIVERSITIES

We encourage faculty to consider inviting Big 12 colleagues to visit BYU if their visit would enrich the experiences of our faculty and students. When plans have been confirmed, please notify [lynn\\_patten@byu.edu](mailto:lynn_patten@byu.edu) of the individual's name, home institution, and department, and the dates and purpose of the visit. Host departments are responsible for advising the visiting Fellow concerning the BYU Honor Code, making the arrangements concerning office space, internet access, clerical help, parking, and use of the library or specialized research facilities. Expenses are to be covered through a fellowship from their home institution.

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## APPLICATION COVER SHEET BIG 12 FACULTY FELLOWSHIP PROGRAM FOR 2025

Name of BYU Applicant: \_\_\_\_\_

Campus Address and Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Department: \_\_\_\_\_

College: \_\_\_\_\_

Host University: \_\_\_\_\_

Host Department: \_\_\_\_\_

Host Faculty Sponsor: \_\_\_\_\_

Dates of Visit: \_\_\_\_\_

Signature of line leader (usually Department Chair or Dean) indicating approval of the plan for how the faculty member's responsibilities will be covered during their absence, and support for the proposal:

\_\_\_\_\_ Date: \_\_\_\_\_

Dean/Associate Dean signature indicating support for the proposal (additional signature not needed if dean signs above)

\_\_\_\_\_ Date: \_\_\_\_\_

### Application must include the following (as outlined in page 1 of application):

1. This cover sheet with Department Chair and/or Dean/Associate Dean approval
2. One-page description of visit
3. Statement of support from the department chair or dean
4. Letter of invitation from the Big XII host unit
5. Detailed budget (transportation, meals, and lodging) up to \$4,000
6. Curriculum Vitae

**DEADLINE FOR SUBMISSION:  
AT LEAST TWO MONTHS BEFORE PROPOSED START OF FELLOWSHIP**

**Submit proposal by email to:** Lynn Patten ([lynn\\_patten@byu.edu](mailto:lynn_patten@byu.edu)), Office of the Associate Academic Vice President for Research and Graduate Studies