The Faculty Fellowship Program at Canisius College exists to contribute to the professional development of the faculty, particularly in the area of research and/or publication. The funding of the application must be based on the mutual benefit to the individual faculty member and to the college. The fellowships are not intended to fund course preparation and curriculum development. Regulations regarding these fellowships are found in the current Norms of Faculty Status and Welfare, Section 7.B. etc.

This program is open to full-time faculty members who have completed at least two academic years of full-time service at Canisius College. Two summers must elapse between the awarding of one fellowship and that of another.

The program is competitive. The amount awarded is $2,500.

Submit this form and the proposal to your Department Chair by October 4, 2019

Name: Click here to enter text.

Department: Click here to enter text.

Home Address: Click here to enter text.

Full-time hire date: Click here to enter text. Tenure Date: Click here to enter text.

Date of last Canisius Summer Fellowship (if any): Click here to enter text.

On no more than three typed pages, single-spaced, write a description of the project. Keep in mind that most, perhaps all, members of the committee on Faculty Research and Publication are not specialists in your discipline. You should accordingly write in a way that will make clear to an educated layman the nature, purpose, and significance of the proposed work. You should avoid jargon and explain necessary but specialized words and phrases.

Your proposal should follow the categories listed below. Failure to address these points many result in disqualification of the proposal.

a) Project title

b) Definition of the project, its significance (need for this research within your scholarly discipline), the problem or subject to be studied, and how the proposed project can be used to clarify the problem.

a. The Evaluation Committee places greatest weight upon the clarity with which the project is described and its intellectual merit.

c) The product to be created from the project (conference paper, article, book, etc.)

a. Other things being equal, Committee gives preference to original, scholarly and creative work over textbooks.
d) Methodology to be employed.

e) Relevance of project to departmental objectives.

f) Expected dates for completion of project and submission for publication.

a. Preference will be given to projects that will be completed within the time of one year.

gh) Expected publication vehicle (name of book, journal, etc. and publisher).

h) Past record of scholarly publication – attach a 10-year publication record (e.g., from or with Curriculum Vita).

i) If you have received a Summer Fellowship within the past five years, please explain how your present proposal builds upon or differs from the former one.

j) Have you applied or do you plan to apply for any other external or internal funding for this same research?

For your information, the following table provides important deadlines for the application cycle.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 4, 2019</td>
<td>Application to Department Chair</td>
</tr>
<tr>
<td>November 1, 2019</td>
<td>Chair’s Recommendation to the Dean</td>
</tr>
<tr>
<td>December 13, 2019</td>
<td>Dean’s Recommendation to Committee</td>
</tr>
<tr>
<td>January 31, 2020</td>
<td>Committee’s Recommendation to Vice President for Academic Affairs</td>
</tr>
<tr>
<td>February 21, 2020</td>
<td>Announcement</td>
</tr>
<tr>
<td>October 15, 2020</td>
<td>Report Due: Include in Annual Report w/Copy to VP for Academic Affairs</td>
</tr>
</tbody>
</table>
Department Chair Evaluation
(Due to your Dean by November 1, 2019)

1. On a scale of 1-5, (5 being highest) rate this proposal in terms of merit:
   Click here to enter text.

2. How does this proposal fit the overall objectives of the department’s programs?
   Click here to enter text.

3. What is your estimate of the probability that the faculty member will be able to accomplish this project? % likely to complete the project (add comments)
   Click here to enter text.

4. How does this proposal rank when compared with other proposals from your department this year?
   Click here to enter text.

Do you recommend that it be granted?

☐ Yes
☐ No

Signature:   Click here to enter text.     Date:   Click here to enter text.
**Dean Evaluation**
*(Due to Committee via Vice President for Academic Affairs Office by December 13, 2019)*

1. On a scale of 1 - 10 (10 being highest), how does this proposal rate in terms of merit?
   Click here to enter text.

2. Rank of this proposal compared with the other proposals from the college this year
   Click here to enter text. out of Click here to enter text.

3. What is the particular strength of this proposal and the probability of the faculty member's success at completing it?
   Click here to enter text.

3. Do you recommend that it be granted?

   ☐ Yes
   ☐ No

Signature: Click here to enter text. Date: Click here to enter text.

**Award Announcement on February 21, 2020**

**REVIEW CRITERIA**

Intellectual merit – up to 40 points
Clarity of presentation - up to 25 points
Past record of scholarly publication – up to 10 points
Probability of completion of the project within one year – up to 10 points
Dean’s Recommendation – up to 10 points
Chair’s Evaluation – up to 5 points