

**Guidelines for the Appointment of  
Named Fellowships  
Seaver College, Pepperdine University**

**Criteria/Materials**

- I. A named fellowship is normally reserved for pre-tenured assistant professors that offer evidence of becoming outstanding scholars and teachers and seek assistance to complete major research projects.
  - A. Fellows are appointed for one year, although they are eligible for successive appointments (but no more than two in succession).
  - B. Fellowships will carry with them annual stipends of \$2000. These stipends are derived from endowment funds that will underwrite research, travel, and other professional costs. Holders of these appointments will access these funds through their division offices and will receive them *in lieu of money normally allocated to them for professional travel, etc., from the division's general operating budget*. Fellow appointees will not be eligible to draw upon the division's budget to finance professional travel, research expenses, and the like.
  
- II. Holders of named fellowships:
  - A. Will receive no reduction in teaching "load" responsibilities.
  - B. Nor will Fellows normally be eligible for overload pay or summer teaching appointments (although with the permission of the chair and dean, they may accept assignments to International Programs, off-campus programs such as the M.Div., summer research grants/contracts like SURP, or on-campus summer teaching appointments).
  
- III. The following is a checklist of materials to be submitted by the Division Personnel Committee to the Seaver Personnel Committee:
  - A. Letter of support from Divisional Chair or Divisional Selection committee, which addresses specific criteria for the nomination; such as teaching effectiveness using teaching evaluations; the level of research, publications, exhibitions, performance; service both inside and outside the University setting; support for the mission of the university.
  - B. Letter of introduction from the candidate addressing the significance of their work in the areas of teaching, scholarship and service and why the work is noteworthy/exceptional.
  - C. Faculty Data Form
  - D. Curriculum Vita
  - E. A statement of how the candidate plans to use the research stipend
  - F. 1 internal peer review