

**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 the Assistant Dean for Research.

- 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 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. Curriculum Vita
 - D. A statement of how the candidate plans to use the research stipend
 - E. 1 internal peer review