

# PRESIDENT'S FACULTY *Fellowship*

*The President's Faculty Fellowship provides opportunities for LCTCS faculty to prepare themselves for top-level management and instructional positions within the system. The Fellowship provides financial support in pursuit of either community college leadership/higher education or discipline-based degrees.*

## PURPOSE

The purpose of the President's Faculty Fellowship is to ensure that capable people within the Louisiana Community and Technical College System (LCTCS) have opportunities to prepare themselves for top-level management and instructional positions within the LCTCS. This can be accomplished by earning two types of doctoral degrees: community college leadership/higher education degrees or discipline-based degrees.

## THE AWARD

The President's Faculty Fellowship is awarded annually to an outstanding professional educator in the LCTCS. The award provides the recipient with a fellowship grant of \$8,500 to cover the cost of attendance and related fees.

## ELIGIBILITY

Full-time teaching, administrative, and professional faculty with unrestricted rank and salary proposals, a minimum of three academic years of full-time LCTCS service, and who are recommended by the Chancellor of the employing institution (or by the President for a System Office faculty member) are eligible for the President's Faculty Fellowship. Candidates must meet the specific requirements for admission to the doctoral programs of their institutions. Individuals selected as President's Faculty Fellows shall be required to resume their employment with the LCTCS for a period of at least twice the length of their fellowship (up to two years) following the completion of the doctoral degree requirements. The recipients shall be expected to sign a Memorandum of Agreement and a Promissory Note, both of which are issued by the System Office.

## SELECTION

Selection of the President's Faculty Fellow is made by a committee comprised of representatives from across Louisiana's Community and Technical Colleges. Preference will be given to teaching faculty. Interviews of applicants may be required.

## FUNDING

A fellowship grant in the amount of \$8,500 for the President's Faculty Fellowship will be awarded for one year. Funding may be extended one additional year pending performance of the recipient. Note: funding terminates at doctoral degree, no postdoctoral funding will be awarded.

## APPLICATION PROCESS

The online application is to be submitted by 5:00 p.m. CST on May 15<sup>th</sup> each year. If due date falls on a weekend, the following Monday will serve as the due date. Applicants should note that occasionally colleges have internal deadlines for application processing for this award. Be sure to check with your college to make sure you are complying with any internal deadlines or processes. Nomination Packets must include the following documents which should be scanned into one pdf labeled with the date and applicant's name (e.g. 2017 Fellowship Application – John Smith) and submitted electronically to the Office of Professional Development at [jenniferdaly@lctcs.edu](mailto:jenniferdaly@lctcs.edu).

- Chancellor's letter of endorsement
- Current transcript or acceptance letter (whichever is applicable). Students having completed course work toward their doctorate should submit a copy of their current transcript along with the materials. Students beginning their program should submit a copy of their acceptance letter into the program.
- President's Faculty Fellow Signature Sheet (see attached)

## SCHEDULE

Prior to March 1	Applicant must be enrolled in/made application to the doctoral program of study.
May 15	LCTCS online application is to be submitted by 5:00 p.m. CST on May 15 each year. If due date falls on a weekend, the following Monday will serve as the due date.
May 17	The selection committee begins the application review process, and will submit the top 3 finalists to the President before June 1.
June	The President makes decision on Fellowship Award recipient.
June	The President's Faculty Fellowship recipient is introduced to the Board.
July 1 (award year) to June 30 (following year)	Payment/Reimbursement Plan is outlined with the university. 50% of the award is expended for the fall semester.
Fall (Sep/Oct)	Fellowship Award recipient is recognized at LCTCS Annual Conference.
January 1 (award year) to June 1 (following year)	Recipient submits reports updating the Office of Professional Development on their progress. Reports should be sent to The Office of Professional Development at <a href="mailto:jenniferdaly@lctcs.edu">jenniferdaly@lctcs.edu</a> . If the recipient is in good standing, the remaining 50% of the award will be expended for the spring semester.

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SIGNATURE SHEET

APPLICANT INFORMATION

I have submitted:

- The online application for the President's Faculty Fellowship
- A pdf which contains the following sections:
  - Chancellor's letter of endorsement
  - Current transcript or acceptance letter (whichever is applicable), and
  - This President's Faculty Fellowship Signature Sheet

For the \_\_\_\_\_ academic year.  
(insert year)

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

SUPPORTING SIGNATURES

\_\_\_\_\_  
Division Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chancellor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chancellor/Director

\_\_\_\_\_  
Date

*Once completed, please scan electronically as part of the pdf mentioned above and send to the Office of Professional Development at [jenniferdaly@lctcs.edu](mailto:jenniferdaly@lctcs.edu).*