

Office of the Vice Provost for Research (OVPR)

POSTDOCTORAL FELLOWSHIP PROGRAM GUIDELINES

I. OBJECTIVE

The OVPR Postdoctoral Fellowship Program furthers the research mission of the university by providing support for research fellows in Ph.D.-granting departments. Fellowships may include only minimal or no teaching responsibilities. Salaries will be nationally competitive. Fellowships are awarded for one year, but funds may be requested for a second year renewal for successful fellows.

II. ELIGIBILITY

- A. All doctoral-granting departments are eligible to apply for fellowship funds.
- B. Applications must be submitted by department chairs.
- C. Preference will be given to applications in which interdisciplinary faculty groups or more than one department benefit from the work of the fellow.
- D. Nominated fellows must hold the Ph.D. degree and be committed to excellence in research at the graduate and undergraduate level.
- E. It is not necessary to have identified the individual to whom the fellowship will be offered in order to request funding through this program. The OVPR will work with successful applicants to ensure that awarded fellowship positions are filled by qualified candidates.

III. APPLICATION PROCEDURES

- A. Applications must be submitted by department chairs, using the online application form at:
<http://www.baylor.edu/content/services/document.php/53565.doc>
- B. Applications should be limited to approximately two pages in length and address the following, as specified in the online application form:
 - i. Scholarship justification for a postdoctoral fellow.

- ii. Identification of faculty mentor(s) and a description of the manner in which their research will benefit from the work of the fellow.
- iii. Brief description of the research to be conducted.
- iv. Short-term and long-term benefits of the research agenda to the department(s).

IV. AWARD CONDITIONS

- A. The fellowship period is June 1 – May 31, corresponding with the University's fiscal year. Awarded funds may not be rolled forward into the next fiscal year.
- B. It is the responsibility of awardees to submit the necessary University paperwork (currently consisting of a Project Office proposal) to create the fellowship position, obtain necessary approvals, and establish personnel budgets.
- C. Awardees will be expected to place advertisements in the venues of their choice not later than January 1.
- D. Not later than March 31, awardees should provide the Vice Provost for Research with curriculum vitae for their top three candidates for fellowship positions, in rank order of choice. Final selection of fellows will be made in consultation with the Vice Provost for Research.
- E. **Final approval of international fellowship candidates may require up to three additional months due to necessary legal clearances.**
- F. **Final approval of fellowship candidates with teaching assignments must be through normal university interview and review procedures for part-time faculty, in addition to postdoctoral fellowship program requirements.**
- G. Awardees are required to submit a report of fellowship activities and accomplishments to the OVPR by March 31st of each year. For fellows who have successfully met the expectations of the faculty with whom they have worked, awardees may request a second year of fellowship support as part of this annual report. At the end of the fellowship, a final report will be required. (Template form provided by the OVPR.)