

## Faculty Research Fellowships Administration Procedures

### 1. Faculty Research Fellowship Titles

There are four (4) three-year senior faculty research Fellowships:

*Eric Geddes Professor of Business*  
*Alex Hamilton Professor of Business*  
*Roger S. Smith Professor of Business*  
*Francis Winspear Professor of Business*

There are six (6) one-year faculty research Fellowships:

*Canadian Utilities Faculty Fellowship*  
*G.R.A. Rice Faculty Fellowship*  
*Hugh E. Pearson Fellowship*  
*NOVA Management of Technology Endowment*  
*The Edmonton Journal Fellowship*  
*Xerox Canada Faculty Fellowship*

Not all Fellowships are available each year. The Annual Call for Applications will specify which Fellowship is offered.

The number of years refers to the Fellowship term in which the Fellow will receive funds.

### 2. Value, Term and Entitlements

The amount supporting each three-year senior faculty research Fellowship will be \$20,000 annually for three (3) years and will:

- cover research and administration expenses at the discretion of the Fellow, of which up to 50% may be taken as a salary supplement.

The amount supporting each one-year faculty research Fellowship will be \$15,000, and:

- will cover expenses directly related to the Fellow's research proposal, including (but not restricted to) such items as travel, computer upgrade, research assistants, data purchase, data collection, or software licenses.
- will not be used for salary enhancements.

The Fellow may use funds for course buyouts at the official buy out rate for the Alberta School of Business, subject to the Department Chair's approval (or from the Dean if the Fellow is a Department Chair).

Fellowship terms will commence on July 1.

Expenditures shall not extend beyond the Fellowship's term end date.

### 3. Eligibility

Any tenure track staff member in the Alberta School of Business, except those appointed to Endowed Chairs or Professorships and those who have not yet received their PhD degree, is eligible to hold one of these Fellowships.

An applicant must be nominated by his/her Department Chair, except Department Chairs who must be nominated either by an Associate Dean, another Department Chair, or the holder of an Endowed Chair.

Three-year Fellowships are reserved for senior faculty. Senior faculty include full professors, associate professors and assistant professors who have been awarded tenure and promotion by the Alberta School of Business.

#### One-year Fellowships

- *Canadian Utilities Faculty Fellowship* is open to all faculty and open as to topic.
- *G.R.A. Rice Faculty Fellowship* is limited to senior faculty and open as to topic.
- *Hugh E. Pearson Fellowship* and *The Edmonton Journal Fellowship* are limited to assistant or associate professors and open as to topic.
- *NOVA Management of Technology Endowment* and *Xerox Canada Faculty Fellowship* are open to all faculty but limited to research on the management of technology.

For recipients of any Fellowships, one year must lapse before applying for another Fellowship.

### 4. Application Components – [Refer to Online Faculty Research Fellowship Application Form](#)

The applicant is responsible for conforming to the procedures and must submit all required materials to the Associate Dean, Research [through an online application form](#) prior to the deadline stated in the Annual Call for Applications. Incomplete or late applications will not be accepted.

### 5. Selection Process

The selection process will be organized by the Associate Dean, Research.

The Annual Call for Applications will be sent in the middle of the Fall term.

The Associate Dean, Research will strike a Research Awards Committee (RAC) comprised of senior faculty members to evaluate applications. The Associate Dean, Research will seek a nominee from each Department Chair: senior faculty who will not be applying are preferred. A Department Chair may serve on the RAC. The Associate Dean, Research will chair the RAC.

Criteria for evaluation are:

- Quality of the proposed plan of research.
- Research productivity over the past five (5) years.
- Successful completion of ongoing research projects.

The RAC may solicit written comments from one or more individuals knowledgeable in the applicant's area of the proposed research.

The RAC will meet to review all applications and prepare a recommendation of Fellows to the Dean.

The final selection and announcement will be made by the Dean, Alberta School of Business, upon the ranking and advice of the Committee.

## **6. Ethics Approval**

Funds will not be released until receipt of ethics approval, if applicable.

## **7. Acknowledgement**

Fellows are expected to acknowledge the Fellowship when disseminating the results of the research projects.

## **8. Fellow's Report**

Upon completion of the Fellowship term, the Fellow shall provide a [brief report to the Associate Dean, Research](#) on use of the funds and the research outputs. An updated report of this nature will be required for subsequent Fellowship applications.