



<http://www.harpercollege.edu/doit>

## DoIT Faculty Fellowship Application Form

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Proposed Project Title: \_\_\_\_\_

Date: \_\_\_\_\_

### Financial Support: (Please select one)

#### Reassigned Time (3 hours)

(Please meet with the Dean of your division to discuss reassigned time)

#### Stipend (\$3,000.00)

Signatures:

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair/Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Dean

\_\_\_\_\_  
Date



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## DoIT Faculty Fellowship Application Form

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Proposed Project Title: \_\_\_\_\_

(Fellowships are intended for the development of applications and workshops that enhance the use of instructional technology. Please see the accompanying guidelines for more information. Fellowships are not intended for course development. There is a separate form for online course development. Please contact DoIT for more information)

### **Brief Description of the Proposed Project:**

(If more space is needed, please use the last page of this form)

### **How does this project enhance the use of instructional technology?**

(If more space is needed, please use the last page of this form)

**How does this project help Harper instructors in general?**

(If more space is needed, please use the last page of this form)

**How are you planning to use the Faculty Instructional Technology lab for your project?** (If more space is needed, please use the last page of this form)

**Sign and Date:**

\_\_\_\_\_  
Faculty/Staff Requester

\_\_\_\_\_  
Dept. Chair/Coordinator

\_\_\_\_\_  
Division Dean

## Additional Information

## Faculty Fellowship Specifications

### (1) Job Description

- A fellow is required to work for a semester on an instructional technology project.
- The project should be designed to enhance the use of instructional technology.
- The project could be discipline-based or more generally, broad based.
- The project may be developed in the Faculty Instructional Technology (FIT) lab.
- A fellow may provide one-on-one assistance to faculty working on web sites or with software at the FIT lab.

A fellow may facilitate workshops or assist another workshop facilitator by helping individual participants at the FIT lab.

### (2) Policies

- The fellowships are for faculty only.
- There may be up to three fellowships offered per semester.
- A fellowship is for one semester only.
- A fellow will receive three hours of reassigned time or equivalent stipend for one semester.
- A fellow is encouraged to spend up to 7 hours per week in the FIT lab for the tasks described in (1).
- The fellowships are non-renewable to give more faculty the opportunity to participate; however, this may be changed by the application committee in special circumstances.
- The fellowships are not limited to full-time faculty, but the focus should be on instructional technology.
- A course development project will not be considered for a fellowship.

A fellow must make a presentation showcasing project accomplishments at the conclusion of the Fellowship. Fellows are encouraged to invite the Vice President of Academic Affairs, the Division Dean, the Dean of Resources for Learning, the department chair, faculty members from the department, members of the DoIT team, and any others as deemed appropriate.

### (3) Examples

- Designing instructional workshops for faculty
- Development of instructional applications