

## UNT Faculty Fulbright Application Guide

This guide is designed to assist UNT full-time faculty (e.g. tenured, tenure track, non-tenure track, librarians, clinical professors) who are interested in applying for external funding through the Fulbright program. The Fulbright Program, established in 1946, is the flagship international academic exchange program sponsored by the U. S. government and fosters mutual understanding between the United States and other countries. The Fulbright Program encompasses various opportunities, such as teaching/research abroad (Scholar), engaging in international projects abroad (Specialist), and participating in professional development (Fulbright-Hays).

Faculty should keep the following guidelines/information in mind when applying for a Fulbright Program:

### Step 1: Meet with your Department Chair/Dean

You should schedule a meeting with your Department Chair/Dean to discuss your intent to apply for a Fulbright Program. If you meet with just your Department Chair, you should instruct your Department Chair to inform your Dean about your intent to apply. Several factors should be considered and discussed during the meeting, including, but not limited to the following:

- A. Fulbright Program and Type of Award: There are several Fulbright Programs (Scholar, Specialist, Seminar) that support different types of global scholarly activities (teaching, research, teaching and research, consulting, professional development).
  - Which Fulbright Program and type of award is most appropriate based on your background and professional goals?
  - How does Fulbright and the type of award support your scholarly endeavors and career trajectory at UNT?
  - What benefit does Fulbright bring to your teaching/research, your department/college, UNT?
- B. Length and Timing of the Award: Fulbright offers awards from several weeks to up to 12 months with some awards being split over multiple semesters/academic years.
  - Does the academic calendar of the host country align with UNT's academic calendar? Many foreign universities have a very different semester schedule than US institutions.
  - Are you eligible for Faculty Development Leave (FDL)? It is possible, even advisable, to combine FDL with a Fulbright Award?
- C. Impact on your UNT Workload: Your Fulbright award may have an impact on your UNT workload.
  - How will your workload (teaching, research, service) be covered while you are away from campus during your Fulbright?
  - Who will cover your teaching responsibilities?
    - Is it possible to adjust when your courses are offered to accommodate the different semester schedule of your host institution?
    - Will your department need to hire an outside instructor to teach your courses? If yes, will your department need to hire a visiting assistant professor OR could your courses be taught by a part-time instructor?
    - Can other faculty in your department teach your courses?
  - Who will cover your research responsibilities?

- Who will supervise your labs in your absence?
- Who will supervise your research groups in your absence?
- Who will cover your service responsibilities?
  - What service tasks will need to be reassigned?
  - How will graduate student supervision continue or be reassigned in your absence?

D. Compensation and Benefits: The stipend amount for Fulbright awards varies by country.

- Will you be requesting supplemental funding from UNT to maintain your salary level? Please note that there is no guarantee your request will be approved.
- How will your Fulbright award impact your benefits (health/dental/vision insurance; life insurance; retirement contributions; etc.)?

E. Additional Information

- You should review the UNT Policy Manual for policies related to taking a leave from campus ([05.066—Emergency/Administrative Leave](#); [05.072—Leave with Pay](#); [06.010—Development Leave](#); [06.011—Faculty Leaves of Absence without Pay](#)).
- You can direct questions related to remote work, leave policy, salary, etc. to [Brandi Everett](#) in Academic Resources.
- You can direct questions related to benefits to [HRBenefits@untsystem.edu](mailto:HRBenefits@untsystem.edu)

**Step 2: Contact the UNT Fulbright Scholar Liaisons at [Fulbright@unt.edu](mailto:Fulbright@unt.edu).**

- UNT has two Fulbright Scholar Liaisons (Drs. Amanda Bennett and Carol Anne Costabile-Heming) who are available to provide you with application assistance and guidance.
- You should contact UNT's Fulbright Scholar Liaisons as early as possible within the application process.
- You should notify UNT's Fulbright Scholar Liaisons that you submitted an application.
- You should notify UNT's Fulbright Scholar Liaisons regarding decisions about your application.

**Step 3: Follow the guidelines listed below for the specific Fulbright Program to which you are applying.**

### **Fulbright U.S. Scholar Program**

Step 1: Identify the Award: Consult <https://cies.org/us-scholar-awards> for detailed information about the various types of teaching and research awards and eligibility requirements. The competition opens in February of each year.

Step 2: Planning and Timeline: The application portal for the Fulbright Scholar award opens in February and the application deadline is in September for awards to begin the following academic year.

Step 3: Letter of Invitation: Identify an appropriate host institution and request a letter of invitation, if required or recommended.

Step 4: Two Letters of Recommendation: Identify a colleague within your discipline, who can write a strong letter of support for your project. Identify a UNT colleague/supervisor who can write in support of your application.

Step 5: Language Proficiency: Some awards require a level of proficiency in another language. Contact [Carol Anne Costabile-Heming](#) for assistance.

Step 6: Application Materials: Develop your application materials (Project Statement, short essays, CV, bibliography, syllabi, etc.) and seek feedback from UNT's Fulbright Scholar Liaisons.

Step 7: Submission: Submit application package by deadline in September.

### **Fulbright Specialist Program:**

Step 1: Review Award Information: Consult <https://fulbrightspecialist.worldlearning.org/> for detailed information about the Fulbright Specialist Roster.

Step 2: Planning and Timeline: This program has several application deadlines throughout the year. Deadlines occur in January, March, May, July, September, and November. If approved to join the Fulbright Specialist Roster, you will have a three-year tenure in which you may be matched with a host institution.

Step 3: Three Recommenders: Identify 3 individuals to write letters of reference. (Once 2 letters are received, the application moves forward for review.)

Step 4: Application Materials: Develop your application materials (essays, CVs, etc.) and seek feedback from UNT's Fulbright Scholar Liaisons.

Step 5: Submission: Submit application package by deadline.

### **Fulbright-Hays Seminars Abroad Program**

Step 1: Review Award Information: Consult the [U.S. Department of Education](#) for detailed information about the current year offerings. Program announcements typically appear in fall.

Step 2: Two Letters of Reference: Identify a current/previous supervisor to write a letter of reference. Identify a current/previous colleague or supervisor to write a letter of reference.

Step 3: Application Materials: Develop your application materials (3 essays, CV, etc.) and seek feedback from UNT's Fulbright Scholar Liaisons

Step 4: Submission: Submit application package by deadline. The deadline is generally in December.

**Note:** There are several Fulbright-Hays Programs. The Fulbright-Hays Seminars Abroad Program accepts applications from individuals. Other Fulbright-Hays Programs require that applications are submitted through UNT.