



BHEF's Faculty Innovation Fellowship FAQ

Last updated: February 1, 2023

Application Process:

1. Can I get a different format of the nomination form instead of a PDF?

Answer: Yes, you can request a Word version of the nomination form by emailing fellowship@bhef.com.

2. What is the nomination deadline?

Answer: The nomination deadline is February 16.

3. My institution has a lengthy process for securing approvals needed, and I don't think I can secure approval by February 16. Should I wait until the next cohort?

Answer: We encourage submissions in this round, even if you are in the process of securing approvals. Please indicate your situation in the application or contact us at fellowship@bhef.com during the submission, and we will follow up accordingly.

4. When will you open the second cohort? Will there be more time?

Answer: The nomination of faculty for the 2025 Cohort will begin in late fall of 2024. Yes, BHEF will be able to build in more time for the nomination process on the second cohort.

5. Will dates for the in-person session be posted by February 5?

Answer: BHEF is finalizing logistics with our three host sites for Cohort 1 and our guest speakers. We do expect that we will have those confirmed on or around February 5th.

6. Will in-person sessions be during the week or on the weekends?

Answer: Based on feedback from our stakeholders, in-person sessions will likely be scheduled on Thursdays and Fridays or Fridays and Saturdays. This will help minimize interruptions to each faculty member's teaching schedule.

7. What does an Executive Sponsor refer to? Who should be an executive sponsor?

Answer: An Executive Sponsor is generally someone with the authority or trust of key authorities to support an faculty member's participation. Key considerations for the Executive Sponsor include their ability to provide appropriate release time and curriculum support. Executive sponsors typically hold an institutional leadership position, such as a President, Provost or Dean.

8. My team and I could not attend the past orientation sessions hosted by BHEF. Can you all meet with our team to help answer questions?

Answer: Of course. Please contact frank.avery@bhef.com to schedule a briefing for you and your team.

Evaluation and Selection of Fellows:

9. How will nominees be evaluated or considered?

Answer: The evaluation criteria are still to be determined, but general themes include:

For the nominee:

- Do the nominees meet the minimum [eligibility criteria](#)?
- Does the nominee propose a thoughtful response that engages industry and supports student success through that industry engagement?
- Is the nominee's proposed final project reasonable for the duration of the fellowship? Can it be reasonably completed within the ~9 month period?
- Does the nominee have relevant past experience **or** does the nominee articulate how the experience will complement their skills and result in a successful final project?
- Does the nominee have an executive sponsor that attests to the final project aligning with institutional goals?

For the Executive Sponsor:

- Does the executive sponsor affirm the level of support required by the institution (ex. Release time) and **what** that institutional support will be?
- Does the executive sponsor affirm that the nominee's proposed project will align with institutional goals and describe **how** it will align with institutional goals?
- Does the executive sponsor demonstrate a commitment to either direct mentorship of the nominee **or** the ability to secure resources (relationships, mentors, etc.) to support the nominee?
- Selection: What is the rubric for selecting faculty?

Answer: At this time, there is not published rubric for evaluation.

Fellowship Details:

10. How many hours outside the meetings should a faculty member plan for?

Answer: Time commitments may vary significantly for each nominee based on their proposed projects. Nominees should discuss and scope the time needed internally with an executive sponsor to align on expectations. In some cases, the proposed project may be an existing project that is being strengthened through the Fellowship experience and therefore would be minimal "new" hours outside the meeting. In other instances, the faculty member may be working on a proposal that requires them to develop a project outside of their usual working hours. We strongly encourage executive sponsors and faculty to discuss.

The fellowship will extend across roughly 3-4 semesters (spring 2024 launch, summer 2024, fall 2024, and concluding January 2025). Executive sponsors and faculty should consider how work can be managed across the duration of the experience.

11. For the final projects, should they launch at the end of the cohort or after?

Answer: Final projects should be "ready to launch" during or slightly after the conclusion of the cohort. They do not need to be fully implemented by January 2025. Faculty will receive support from expert trainers and advisors.

12. What will the final product of the project look like, what is the intended magnitude?

Answer: The final product can be a variety of outcomes. It could be a paper, toolkit, a roadmap, or project plan to implement a new practice on campus. The goal is to complete groundwork that enables faculty to introduce an innovative practice on campus.