



COLLEGE OF ARTS AND SCIENCES – LEAVES AND SUPPLEMENTAL SALARY FOR FELLOWSHIPS AND SCHOLARSHIPS

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This policy addresses support for faculty members whose main source of extramural funding comes from fellowships and scholarships. Typically, these faculty members are best represented in the Humanities and Social Sciences where Federal grant opportunities are limited.

When a regular faculty member receives a prestigious scholarship or fellowship for which the salary stipend is greater than, or equal to, one third of her/his nine-month base salary, the College will provide supplemental funding. In such cases, the College will grant research leave for two semesters, and the faculty member will receive salary compensation not exceeding 100% of her/his nine-month base salary. In cases where the award provides, in addition to a salary stipend, other benefits such as a housing allowance and discretionary funds (e.g., for books, materials, travel, etc.), these benefits shall be excluded in calculating the one third threshold.

If the fellowship salary stipend is not equal to or greater than one third of a faculty member's nine-month base pay but exceeds one third of his/her base pay for a *semester*, the faculty member will receive supplemental funding for the difference between the fellowship salary stipend and his/her base pay for a *semester* and can explore the possibility of either a one-semester leave (at full pay) or a year-long leave (at less than full pay).

If the award amounts to less than one third of the faculty member's base pay for a semester, the College will offer a match of twice the amount of the salary stipend and give the faculty member the possibility of taking a semester of research leave with the resulting salary.

It is expected that the salary supplements tied to awards will only be considered upon formal notification of an award from the funding agency.

Please note that it is College policy that all proposals for awards, no matter their amount, must be processed by the College's Office of Research Support Services and Administration in order for the faculty member to be eligible for policy benefits.

Furthermore, the College will consider only the portion of fellowship salary stipends that pertain to the Academic Year (August 15 to May 15) when calculating the one-third threshold and supplemental support. Current university policy stipulates that faculty salary may not exceed 100 percent of the annualized base pay (nine-month base plus summer salary).

Center for the Humanities Faculty Research Fellowships: In order for faculty to be eligible, they must not have had paid research leave in the AY preceding the one in which they will hold the fellowship and must not have held a Center for the Humanities Faculty Research Fellowship in the preceding five years.

Leave Policy: The faculty member's effort must be devoted to research/scholarship during the period of the fellowship/scholarship. Research leaves granted for external awards may count toward the six years of continuous service required for sabbatical leave. An awardee may not receive a research leave if they have been on sabbatical or external research leave within two of the previous four semesters. After award of research leave, the faculty member is expected to return to active status in residence for a minimum period of two semesters. The timing of the research leave, salary supplement, and the award period must coincide. Therefore, research leave and salary supplement will not be granted after the award period has expired

This policy will be reevaluated periodically.

### **EXAMPLE CASES**

Example A: Professor A receives an award of \$50,000 from the NEH. Her normal nine-month base pay is \$85,000. Thus, the fellowship represents 58.8% of her normal nine-month base salary. She qualifies under the one third rule and would then receive total salary compensation of \$85,000, composed of \$50,000 from the NEH and \$35,000 from the University.

Example B: Professor B receives a grant of \$5,000 from the Huntington Library and Museum to conduct research in its collections. Professor B's nine-month base pay is \$80,000; his *semester* base pay is thus \$40,000. The \$5,000 grant from Huntington, therefore, represents only 12.5% of his *semester* base salary. The College will offer to contribute \$10,000 towards Professor B's salary and provide him with a semester of research leave, during which he will receive a total of \$15,000 (\$5,000 from Huntington and \$10,000 from the University) in lieu of his regular base salary.

Example C: Professor C receives a grant from the Newberry Library in the amount of \$10,000. In addition, there is a housing supplement of \$5,000; this amount is excluded from calculating the one third threshold. Her 9-month base pay is \$70,000 and thus her one-semester salary is \$35,000. Since  $\$10,000 < (1/3) \$35,000$ , the College will match twice the amount of the monetary contribution, that is, \$20,000.

Example D: Professor D receives a grant of \$20,000 from the John Doe Humanities Foundation to conduct research. Professor D's nine-month base pay is \$80,000; his *semester* base pay is thus \$40,000. The \$20,000 grant from the John Doe Humanities Foundation represents only 25% of his nine-month base salary, but represents 50% of his *semester* base salary. Professor D will receive a total of \$40,000 (\$20,000 from John Doe Humanities Foundation and \$20,000 from the University) should he go on a semester or academic year research leave. If an academic year research leave is granted, then Professor D will receive a total of \$40,000 in lieu of his nine-month base salary.

Example E: Professor E receives an award from the Mezzimundo Foundation that provides the option of a Fellowship of 6-month duration with a salary stipend of \$20,000, or one-year duration with salary stipend of \$40,000. The stipend portion pro-rated to a single academic semester,  $(4.5/6) \$20,000 = \$15,000$ , or to the AY,  $(9/12) \$40,000 = \$30,000$ , represents 25% of Prof. E's base salary (her nine-mo. base salary is \$120,000) for either academic period. Prof. E opts for a 6-month Fellowship (January-June) with a one-semester leave during which she is paid \$45,000 for the Spring Semester (\$15,000 from the Mezzimundo Foundation, \$30,000 from the University) with the balance of Fellowship funds (\$5,000) available to cover a portion of summer salary and associated fringe benefits.