



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

UPDATED  
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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 that 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 benefits such as a housing allowance and discretionary funds (e.g., for books, materials, travel, etc.), these benefits shall be excluded from calculating the one third threshold.

If the fellowship is not equal to or greater than one third of a faculty members nine-month base pay but exceeds one third of his/her base pay for a *semester* (4.5 months), the faculty member can explore the possibility of a year-long leave and he/she will receive supplemental funding for the difference between the fellowship salary stipend and his/her base pay for a *semester*.

If the award amounts to less than one third of the faculty member's base pay for a semester (4.5 months), the College will offer a match of twice the amount of the salary component of the award 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 sponsored awards, no matter their amount, must be processed by the College's Office of Research Support Services and Administration, prior to submission to the sponsor, in order for the faculty member to be eligible for this policy.

Furthermore, the College will consider only the portion of fellowship funds that pertain to the Academic Year when calculating the amount for possible additional support.

Lastly, this policy applies only to cases in which no replacement teaching is needed and requested by the Department.

Current university policy stipulates that faculty salary may not exceed 100 percent of the annualized base pay (9-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. Please note that it is College policy that all proposals for sponsored awards, no matter what their amount, must be processed by the College's Office of Research Support Services and Administration, prior to submission to the sponsor, in order for the faculty member to be eligible for this policy.

This policy will be reevaluated in two years' time.

### **EXAMPLE CASES**

Example A: Professor A receives an award of \$60,000 from the NEH. Her normal nine-month base pay is \$85,000. Thus, the fellowship represents 70.5% 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 \$60,000 from the NEH and \$25,000 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. 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, therefore, represents 25% of his nine-month base salary. However, the \$20,000 grant from the John Doe Humanities Foundation 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.