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 case, 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 count toward the one-third threshold (see example B to understand better the results of including allowance and discretionary fund to reach the threshold). A faculty member can explore the possibility of a one year leave if the fellowship is not equal to one third of her/his nine-month base salary, as long as the fellowship is equal or greater than one third of her/his base pay for a semester. In this scenario, the faculty member will receive supplemental funding for the difference between the fellowship salary stipend and her/his base pay for a semester (Please see example D).

If the award, however, amounts to one-third of the faculty member’s base pay for a semester, the College will grant research leave for one semester and provide a supplement up to the full amount of her or his semester base pay. If the award amounts to less than one-third of the faculty member’s salary for a semester, 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.

Example A: Prof. 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: Prof. B receives a grant from the Newberry Library in the amount of $10,000. In addition, he receives a housing supplement of $5,000. His nine-month base pay is $70,000 and thus his one-semester salary is $35,000. The total grant from the Newberry of $15,000 represents 42.8% of his one-semester base salary. He qualifies under the one-third rule and would receive a salary of $35,000 for the semester, composed of $10,000 from Newberry and $25,000 from the University.
Example C: Prof. C receives a grant of $5000 from the Huntington Library and Museum to do research in its collections. Prof. C’s nine-month base pay is $80,000; his semester base pay is thus $40,000. The $5000 grant from the Huntington therefore represents only 12.5% of his semester base salary. The College will offer to contribute $10,000 towards Prof. C’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 salary.

Example D: Prof. D receives a grant of $20,000 from the John Doe Humanities Foundation to do research. Prof. 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 only 25% of his nine-month base salary. However, the $20,000 grant from the John Doe Humanities Foundation also represents 50% of his semester base salary. Prof. D will receive a total of $40,000 ($20,000 from John Doe Humanities Foundation and $20,000 from the University) should she/he go on a semester or academic year research leave. If an academic year research leave is granted, then Prof. D will receive a total of $40,000 in lieu of his nine-month base salary.

Current university policy stipulates that faculty salary may not exceed 100 percent of the annualized base pay (9-month base plus summer salary).

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 awards, no matter what 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 this policy.

Click here for an Excel-based simulation tool to model a scenario for the faculty member