



COLLEGE OF ARTS AND SCIENCES – COLLEGE POLICY ON 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 per diem/food expenses, these benefits shall count toward the one-third threshold (see example B to understand better the results of including allowance to reach the threshold).

If the fellowship is not equal 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 can explore the possibility of a year-long leave, and s/he will receive supplemental funding for the difference between the fellowship salary stipend and her/his base pay for a *semester* (Please see example D). The College will not match any funds earmarked for travel, as other mechanisms are in place to support faculty travel.

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. If the award includes in-kind benefits such as housing, and the total award, including in-kind benefits, is less than one-third of the faculty member's salary for a semester, the College will offer a match of twice the amount of salary, accommodation, and per diem/food. In this case, as well, the College will not match any funds earmarked for travel.

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 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.

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 \$18,000 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 \$18,000 grant from the John Doe Humanities Foundation therefore represents less than one third of his nine-month base salary. However, the \$18,000 grant from the John Doe Humanities Foundation also represents more than one third of his *semester* base salary. Prof. D will receive a total of \$40,000 (\$18,000 from John Doe Humanities Foundation and \$22,000 from the College) should 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. This arrangement would entail a significant reduction in pay.

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.

[Click here for an Excel-based simulation tool to model a scenario for the faculty member](#)