

College of Arts & Sciences
Support for Fellowship Recipients

The College intends to support tenure-track faculty who receive nationally or internationally competitive fellowships designed to allow the recipient to dedicate themselves full-time to research, scholarship, or creative activity for an extended period of time, typically for one full academic year. Faculty who receive such awards will normally be granted an off-campus assignment for one year. Tenured faculty who are eligible¹ for a University Research Assignment in the year for which the award is requested may apply for a Research Assignment for one year at half salary (with or without the option of a semester at full salary if the award is not granted). The additional support most often requested from the College is a salary supplement sufficient to allow the faculty member to remain on full salary during the period of the leave. On the recommendation of the department head, a salary supplement will be provided, subject to the availability of funds, with the following limitations and provisos:

- Tenured faculty should not generally expect to receive supplementary salary support for a fellowship more than once every three years, on average. A faculty member's absence from campus more often than one year in three would limit his/her ability to contribute to the university's teaching mission, to interact with colleagues, to assist with the service obligations of the faculty, and in general to return the intellectual fruits of the leave(s) to the University. (College policy limits off-campus assignments for untenured faculty to one during the probationary period, except in special circumstances.)
- When permitted by the funding agency, the fellowship award shall be used to pay both salary and fringe benefits. (Fringe benefits on the portion of salary that comes from an external source cannot be paid from State funds, and funds that can be used for that purpose are in very short supply.)
- Fellowships that primarily support activities other than research, scholarship, or creative work, such as Fulbright Lecture awards, will not be covered under this policy.
- The amount of salary support requested must be reasonably commensurate with the value of the fellowship. Although no rigid rules will be used, the College will generally provide supplemental salary funding only up to the total value of the fellowship award. This equivalence will apply even if part of the award is used to pay fringe benefits. Thus if a \$20,000 fellowship pays \$14,400 in salary and \$5,600 in benefits, the College will provide up to \$20,000 in supplemental salary, in addition to half the faculty member's salary.
- When the College agrees to provide significant salary support for a fellowship recipient, the department head is expected to look first for ways to replace the lost instruction on a per-course basis, rather than with a full-time instructor. However, if circumstances require a full-time replacement the Head should discuss the department's needs with the Dean.
- Disciplines in which research grants are generally not available will take precedence for support over disciplines in which grants can more readily be obtained. (Thus, for example, work in biology or chemistry usually will have a lower expectation for this kind of support than work in philosophy or history.)

¹ For a tenured faculty member to be eligible for a Research Assignment, five years must have elapsed between the beginning of the last Research Assignment and the year in which the award is expected. Consult the Provost's Policy on Research Assignments for further details.

- A faculty member who receives support from the College under this policy accepts the obligation of returning to UNCG for a minimum of twice the length of time covered by the support.

All applications for external fellowships must be endorsed by the department head and submitted to the Associate Dean for Research, even if full internal processing is not required by the university. This includes fellowships for which application is made electronically. After consultation with the Dean and the Department Head, the Associate Dean will write a memorandum specifying the College's obligations to the applicant and to the department if the fellowship is awarded. Eligible tenured faculty should request a Research Assignment for the period covered by the fellowship following procedures announced annually by the Provost. Untenured faculty, and tenured faculty who are not eligible for a Research Assignment, should request an off-campus assignment using the form available from the College Research Office. If a faculty member applies for a fellowship without first taking these steps, the College will be under no obligation to support the award in any way. (*Note: Any request for a Research Assignment, off-campus assignment, or unpaid or partially paid leave requires a recommendation by the Department Head and Dean and the approval of the Provost.*)

Supplemental Funding for Fellowship Recipients

Faculty who apply for fellowships that will pay part or all of their academic-year salary, but that do not include funding to pay other expenses, such as travel, may apply for supplemental funding from the College. The amount of support provided will depend on the number of requests and on the availability of funds. Requests should be included in the green folder submitted with the fellowship application and must include a description of the specific activities for which supplemental funding is requested, explaining how they advance the goals of the project. Requests may also be submitted after the fellowship is awarded, but that makes it less likely that funding will be available to support the request. All requests must be clearly linked to the goals of the project supported by the fellowship.

Applicants are expected to request support from other internal sources in addition to making a request to the College. The Associate Dean for Research will suggest appropriate sources when the fellowship application is submitted.