

College of Education
Policies on Faculty Fellowships
February 1, 2011

Faculty members in the College of Education (COE) are encouraged to pursue fellowships from public agencies and private foundations to support their research, teaching, or on-going professional development. For the purposes of this policy, faculty fellowships fall into one of two categories: (1) those requiring that the faculty member's home department serve as the fiscal agent for the fellowship or (2) those that are awarded directly to the faculty member.

Department as the Fiscal Agent

When a faculty member's home department will serve as the fiscal agent for a fellowship, the budget for the fellowship must include all costs for conducting the proposed activities unless a University match is required by the agency or foundation in the program description. These costs include but are not limited to (1) salary and fringe benefits for the faculty member during the academic year and summer semester as appropriate; (2) salaries and benefits for teaching or research assistants; (3) graduate student stipends or tuition support; (4) local and national travel; (5) supplies and materials; and (6) equipment. Facilities and administration (F&A) costs must be included in the budget if they are allowed by the agency or foundation in the program description.

Full Time Equivalent (FTE) Reduction

The maximum FTE reduction that a faculty member may request for a single fellowship or combination of fellowships is 1.0 FTE. The time period of any single fellowship may not exceed 12 months except in unique circumstances and only with the approval of the faculty member's department chair and the dean.

The fellowship(s) budget(s) must include the full costs of the faculty member's FTE reduction in the department including salary and benefits unless the agency or foundation requires a salary and benefits match from the University. Reductions in FTE must be approved by the faculty member's department chair prior to the submission of the fellowship.

Teaching Release

Faculty members who have FTE reduction funded through fellowships may be released for up to four courses during the academic year. A full teaching load is defined as four courses per academic year (2 courses per semester). Determination of the number of courses that a faculty member may be released from is based on the following formula unless otherwise stipulated by the agency or foundation in the program description:

1. .125 to .25 FTE reduction = one course release.
2. .26 to .50 FTE reduction = two course release.

3. .51 to .75 FTE reduction = three course release.
4. .76 to 1.0 FTE reduction = four course release.

The funds returned to the department from a faculty member's FTE reduction from a fellowship must initially be used to pay for teaching replacement costs as needed, and the personnel and fringe benefit costs associated with budget management and secretarial support for the fellowship.

Individual Faculty Member Access to Release Funds from Fellowships

The use of release funds to the department generated by a faculty member's FTE reduction from a fellowship must be directly negotiated with the department chair. Approval of such requests is contingent upon the department operating under a balanced budget. Negotiations for the use of released funds by the faculty member may include, but are not limited to, partial support of summer salary not covered by the fellowship, scholarly travel, graduate/research assistants, or research materials. The faculty member and department chair must develop a written Memorandum of Understanding (MoU) that specifies the amount of release funds to be made available to the faculty member, the specific purposes for which these funds may be used, and the timeline for expending these funds following the fellowship period as appropriate.

Fellowships Awarded to the Faculty Member

Fellowships awarded directly to a faculty member must be submitted in conjunction with a request for a sabbatical leave (University Policy 6-314, Section 4) or a request for a special leave without pay (University Policy 5-201, Section V-B). The faculty member's request for a sabbatical leave or a special leave without pay must be approved consistent with University policy prior to the faculty member acceptance of the fellowship.

The duration of a fellowship for a faculty member on sabbatical leave may not exceed 12 months. Further as per University policy, "...the university shall not be obligated to pay more than the amount of sabbatical compensation which, when added to the nonuniversity compensation, will equal 110 percent of the individual's annual base salary for the period of the leave." (University Policy 6-314, Section 4-B-3).

The duration of a fellowship for a faculty member on a special leave without pay may not exceed 12 months unless approved by the President (University Policy 5-201, Section V-B-3). Further under University policy, a faculty member is only eligible for University supported benefits for a special leave without pay for the first 12 months of the leave period.