

## **COMPETITIVE FELLOWSHIP LEAVE PROGRAM GUIDELINES** **for Faculty in the Humanities and Social Sciences**

The Arts & Sciences Competitive Fellowship Leave (CFL) program is intended to promote the award of qualifying fellowships granted by the most prestigious and highly competitive national or international programs. The policy provides for a salary match and leave time, which is not counted against the regular sabbatical eligibility clock.

The following are considered qualifying fellowships for the CFL program:

1. American Council of Learned Societies Fellowship
2. Carnegie Corporation of New York - Andrew Carnegie Fellowship
3. Center for Advanced Study in the Behavioral Sciences at Stanford University Fellowship
4. Institute for Advanced Study, Princeton, Fellowship
5. John Simon Guggenheim Memorial Foundation Fellowship\*
6. National Endowment for the Humanities Fellowship
7. National Humanities Center Fellowship
8. Russell Sage Foundation Visiting Scholar

Please note that the eligible fellowships must be awarded directly by one of the organizations specified above. Fellowships and awards not listed above do not qualify for a CFL. Fellowships which are partially or fully funded by these organizations but administered and awarded by another institution do not qualify.

Note that the regular sabbatical policy allows for paid time off to pursue research as often as every 12 semesters. This includes a provision for two semesters off with half pay: "Faculty are encouraged to seek grants or other sources of external funding that will provide the other half salary to complement the half salary from the university during a full academic-year leave. " It is expected that fellowships and awards that are not listed above be accepted in conjunction with a regular sabbatical or with an unpaid leave. However, the sabbatical policy states, "leaves cannot be automatically taken whenever a faculty member receives an external grant that would support a leave."

Procedures for the Competitive Fellowship Leave Program:

- A. Faculty members interested in applying for a CFL must discuss their plans with their Department Chair and/or Program Director and together complete the *Competitive Fellowship Leave* form so that terms and arrangements can be determined in advance. To be considered eligible for a competitive fellowship leave, the leave form must be reviewed and approved by the Dean of the Faculty PRIOR to submitting an application to the granting agency. Fellowships awarded prior to the dean's approval are not guaranteed to qualify for a competitive fellowship leave. It is the expectation that the Department will manage teaching needs while the faculty member is on a Competitive Leave. In addition, all requests for a CFL will be subject to Arts & Sciences' fiscal situation, enrollment and teaching needs, and other institution criteria in any given year.

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\* Natural Science Faculty interested in pursuing a Guggenheim fellowship will be considered under this policy on a case by case basis

- B. Arts & Sciences will match **up to** 1:1 the salary amount provided by the granting agency or institution during the period of the fellowship, but the faculty member's **base pay rate cannot be exceeded**. (See examples below.) As with all leaves, health/dental, life insurance, and dependent tuition benefits will continue. Retirement contributions (for eligible employees) and social security contributions will be maintained for the portion of the salary paid through Washington University.
- C. A fellowship leave awarded under this policy may not extend more than two semesters; any time off beyond two semesters must fall under a different leave.
- D. The maximum length of a continuous leave of absence, inclusive of a CFL and any sabbatical or other leave, is three consecutive semesters. Faculty members granted Competitive Fellowship Leaves are required to resume their regular duties at the University upon their return for not less than the period of their leaves. Normally, Competitive Fellowship Leaves will not be granted more often than once every four years after the completion of a previous CFL.
- E. This policy provides matching funds for nine-month academic year salaries only. It is not intended to match or directly support earnings during the three summer months (June, July, and August).
- F. Upon receipt of an approved, qualifying fellowship, the faculty member must submit a copy of the proposal, award letter, and acceptance letter

1:1 Salary Matching Examples (\$100,000 is for illustrative purposes; actual figures will depend upon the salary of the professor and the amount of the fellowship award):

1. academic year salary = \$100,000. one-year Fellowship = \$50,000. 1:1 match = \$50,000 for \$100,000 total.

**Outcome: A&S pays \$50,000; salary made whole (\$100,000).**

2. academic year salary = \$100,000. one-year Fellowship = \$75,000. 1:1 match = \$75,000 for \$150,000 total.

**Outcome: A&S will only pay \$25,000; salary made whole (\$100,000).**

3. academic year salary = \$100,000. one-year Fellowship = \$25,000. 1:1 match = \$25,000 for \$50,000 total.

**Outcome: A&S matches the \$25,000 and faculty member makes due with partial salary (\$50,000).**