

Eberly College of Arts and Sciences
Faculty Fellowship Policy
Effective: January 18, 2018

I. PREAMBLE

The Eberly College of Arts and Sciences (ECAS) is committed to supporting faculty professional development opportunities that also enhance our research competitiveness. We encourage and support the development and submission of fellowship applications. A fellowship application is submitted and processed as a grant, but the fellowship mechanism is designed to support the professional development of the scholar, which also positively impacts the department, the college, and the university. *ECAS considers the faculty time released in support of fellowship activities and the allocation of funding in support of a fellowship to be investments in the faculty member's future productivity; therefore, the faculty member must follow the fellowship application procedures detailed below in order to be eligible for university support.*

This policy is designed to clarify the support that ECAS faculty can expect when they receive competitive fellowships or other externally-funded leaves (“fellowships”). Fellowships allow faculty time to advance work on research and scholarship. Fellowships may also entail international travel and/or familiarization with new or specialized training in the faculty member's discipline. Fellowships may be pursued for a number of purposes and are expected to result in publications, grants, scholarly innovation, enhanced learning opportunities for students, or other similar products.

II. SCOPE

1. Full-time faculty members may apply for fellowships that will support research or professional development relevant to the faculty member’s assignment.
2. Because a fellowship may not cover the faculty member’s salary for the period in which the fellowship will be taken, this policy explains how that faculty member may apply for support to cover the salary differential.
3. This policy also discusses effects that fellowships may have on tenure, promotion, and annual evaluations.

III. CRITERIA FOR REVIEW OF FELLOWSHIP APPLICATIONS

The criteria used to evaluate fellowship applications include:

1. The faculty member must have a full-time (1.0 FTE) appointment and be in good standing at the university;
2. The faculty member must show that a fellowship will benefit the department and the institution;

3. The faculty member, in consultation with the department chair (or equivalent) must show how the faculty member's essential duties will be covered during the fellowship period;
4. The cost of replacement instruction will be paid by the department, ECAS, or some combination, depending on the duration and funding of the fellowship;
5. The fellowship normally begins a minimum of 12 months from completion of a previous fellowship, sabbatical leave, or professional development leave;
6. The faculty member must provide evidence of productive use of any previous fellowship or leave, if applicable.

IV. SALARY AND BENEFITS

1. ECAS may provide funds to supplement the salary awarded by a fellowship. ECAS's total contribution normally will not exceed 50 percent of the faculty member's nine-month base salary.
2. Funds cannot be used to raise the faculty member's monthly salary beyond the monthly rate established in the nine-month base salary. If the fellowship is longer than nine months, faculty can request summer salary at a rate equivalent to the nine-month institutional base salary.
3. If permitted by the sponsor, the funds from the fellowship should be paid to the University, so that salary payments to the faculty member can continue at the regular amount.
4. If the fellowship does not provide funds to cover fringe benefits, ECAS will make arrangements to continue to provide fringe benefits during the fellowship period, whenever possible.

V. EFFECTS ON TENURE, PROMOTION, OR LEAVES

1. Time spent on a fellowship normally counts toward tenure and promotion. Fellowship recipients will, therefore, be subject to the annual review required by the tenure policy and merit pay evaluations.
2. Time spent on a fellowship normally counts towards the time that must be accrued to become eligible for a sabbatical or professional development leave. Taking a fellowship does not preclude a faculty member from applying for a sabbatical or professional leave, but the time since receipt of the fellowship may impact the department chair's and college dean's judgment about the priority of the faculty member's application.

VI. APPLICATION PROCEDURES

Fellowship awards are normally routed either through the WVU Foundation or the WVU Office of Sponsored Programs, depending on the sponsor and project requirements. If a sponsor requires an applicant to submit a fellowship application as an individual, and not route the application through the institution, the applicant must still complete the university fellowship application.

1. The faculty member must inform his or her chair *before* submitting the application to the sponsoring organization. The applicant and the chair should discuss how the applicant's teaching and service duties will be covered if the applicant receives the fellowship;
2. The chair must endorse this request and certify that the department will be able to cover the faculty member's responsibilities;
3. The chair must inform the associate dean for external research development *before* submitting the application to the sponsoring organization. The associate dean for external research development can guide the faculty member on the proper routing of the fellowship application in accordance with university policies and procedures, and can also communicate with the dean for faculty, when questions arise regarding workload assignments. The faculty member must complete the university fellowship application. The application will be routed to the department chair and the associate dean for external research development.
4. The associate dean for external research development will inform the dean about the application;
5. The dean must approve the fellowship application;
6. *If a faculty member follows these procedures and receives a fellowship award, the faculty member must contact his or her chair and the associate dean for external research development.* The chair and the associate dean for external research development will then work with the appropriate offices to ensure that matters regarding the faculty member's support during the fellowship leave period are properly addressed.

VII. UPON COMPLETION OF A FELLOWSHIP

1. Each faculty member granted a fellowship is required to submit a final report upon completion of the assignment. The final report should provide a summary of the articles submitted, training completed, draft manuscript produced, international collaboration established, grant submitted, or other outcomes, as a result of the fellowship.
2. ECAS considers the award of a fellowship to be a form of university investment in a faculty member's future productivity. Therefore, upon completion of the fellowship, the faculty member must return to ECAS for a period of one year and resume his or her duties or any duties assigned by the department chair or dean. In the event the faculty member does not return to ECAS upon completion of the fellowship, he or she will repay

the funds provided by ECAS during the fellowship. If the faculty member returns for a period of less than one year, the repayment shall be prorated accordingly. Should the faculty member fail to repay his or her obligation either by service or monetary repayment, the institution may take legal actions necessary to recover the outstanding obligation.

If you have questions regarding this policy, please contact Katie Stores, Associate Dean for External Research Development, at Katie.Stores@mail.wvu.edu or 304-293-9248.