

Fellowships and Externally-Funded Leaves

BU-PP 746

I. PREAMBLE

As members of a research university, Baylor faculty strive to be researchers and scholars of the highest order, producing innovative research or creative/artistic works at the forefront of their disciplines. This policy is designed to support faculty who receive competitive fellowships or other externally-funded leaves (“Fellowships”).

II. BACKGROUND AND SCOPE

- A. Baylor encourages faculty of all ranks to apply for Fellowships. Because a Fellowship sometimes does 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 supplemental salary to cover the salary differential.
- B. This policy also discusses effects that Fellowships may have on tenure, promotion, annual evaluation, and Research Leaves.¹

III. POLICY

- A. If a faculty member follows the procedures outlined below and wins a two-semester Fellowship of \$40,000 or more or a one-semester Fellowship of \$20,000 or more, Baylor University will normally supplement the faculty member’s award to provide full salary during the Fellowship period. Note that:

¹ Note that Fellowships are different from Research Leaves in that Fellowships are externally-funded awards and Research Leaves are funded by Baylor. For more information about Research Leaves, see BU-PP 715.

1. If the Fellowship does not provide benefits, Baylor University will continue, during the Fellowship period, to provide the same level of benefits that the University provides during other periods.
 2. Time spent on Fellowship counts toward tenure and promotion. Fellowship leave recipients will, therefore, be subject to the annual review required by the Tenure Policy and merit pay evaluations required by the Annual Faculty Performance Review process.
 3. Taking a Fellowship does not automatically preclude a faculty member from applying for a future Baylor University Research Leave pursuant to the timeline articulated in that policy (see BU-PP 715). However, it is permissible for a Research Leave committee, dean, and/or the provost to take the faculty member's Fellowship leave into consideration when making recommendations and decisions about Research Leave awards.
 4. If a faculty member wins a Fellowship for substantially less than the target amount (e.g., \$20,000 for a two-semester leave or \$10,000 for a one-semester leave), Baylor will consider granting the leave at full pay, but may at the same time count the leave as a University-supported Research Leave (see BU-PP 715).
- B. Fellowship award funds are routed to the Office of Sponsored Programs (OSP) and the recipient's salary will be charged to the OSP department via the normal salary buyout procedures. The salary savings generated in the home department will be used to cover the teaching needs of the department(s) affected by the recipient's absence as well as expenses necessary for completing the research or creative/artistic tasks supported by the award (e.g., required travel). Proposed use of the remaining salary funds will be reviewed by the Dean and, if approved, requested from the Provost via a Budget Change Request form.

IV. PROCEDURES

- A. A faculty member who wants to apply for a Fellowship must:

1. Communicate with his or her chair (or dean, when the school acts as a department of the whole) before submitting the application to the granting organization. The applicant and the chair or dean should discuss how the applicant's teaching and service duties will be covered if the applicant wins the Fellowship; and
 2. Communicate with the Office of Sponsored Programs (OSP) to ensure that all issues with which OSP is concerned are addressed before submitting the application to the granting organization. The applicant must follow all of OSP's policies and procedures for applying for external awards. This includes securing all necessary approval signatures on the electronic OSP routing form. Securing these signatures can be a lengthy process, so Fellowship applicants should contact the OSP coordinator assigned to their department as early as possible in the Fellowship application process.
- B. If a faculty member follows these procedures and wins a Fellowship that meets the criteria set forth in section II of this policy, that faculty member should contact his or her chair and dean immediately and notify them about the award. The chair or dean will then work with the Office of the Provost to ensure that matters regarding the faculty member's supplemental salary and benefits for the Fellowship leave period are properly addressed.
- C. 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.
- D. Except in unusual circumstances, the faculty member is expected to return to Baylor for two semesters in residence after a leave.

Approved: Kenneth Winston Starr
Kenneth Winston Starr, President

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