

**Policy Regarding Academic year Fulbright awards and other Fellowships (hereinafter Fellowship) that are payable directly to the faculty member. (Note: This does not apply to fellowships awarded for the summer.)**

1. The applying faculty member must provide the DOF/VPAA with a copy of the Fellowship application at the time of submission.
2. At the time of award, the faculty member must provide to the DOF/VPAA a copy of the notice of award and the terms and conditions of the award including, but not limited to, the stipend, housing allowance, travel allowance, dependent allowance, and health insurance that is being provided.
3. Faculty receiving Fellowships during a regularly scheduled sabbatical year, or rescheduled year approved by the DOF/VPAA, shall be entitled to receive the benefits normally provided to faculty under the terms of the Faculty Handbook, Part One, Section IX, Subparts A and B. However, faculty receiving a Fellowship shall be ineligible for receipt of a sabbatical enhancement award. Faculty who have submitted the Fellowship application and award documentation in a timely manner may be eligible for “top up” funds from the DOF/VPAA in an amount not to exceed the faculty member’s full-time regular base salary for the period of the Fellowship. If “top up” funds are requested, that request must be submitted in writing. Requests will not be considered unless all required application and award documentation has been provided to the DOF/VPAA in a timely fashion. Decisions regarding eligibility for “top up” funds will be based on the availability of funds and other factors defined by the DOF/VPAA.
4. Faculty receiving a Fellowship during non-scheduled sabbatical years require approval for that leave from their Chair and the DOF/VPAA before accepting the Fellowship. If approved, these leaves will be considered “Leaves of Absence Without Pay.” A Leave of Absence Without Pay is not eligible to receive “top up” funds. Other rights defined in Part One, Section IX, Subpart C of the Faculty Handbook apply.