

## INDIVIDUAL FACULTY SALARY ASSISTANCE IN CONJUNCTION WITH LEAVES

The purpose of these guidelines is to encourage faculty to seek prestigious individual fellowships, and to take an active role in securing external support for a sabbatical or leave.

### OVERVIEW

The office of the dean seeks to provide salary assistance to faculty members who receive particularly prestigious fellowships that enhance the reputation of the university (see list from Center for Measuring University Performance [ <https://mup.asu.edu/DataSourceLinks> ]), as well as other very prestigious awards such as the Nobel Prize, the Fields Medal, or residence at the Institute for Advanced Study. In such cases, the dean's office, subject to the conditions of the college budget, will attempt to supply the balance of the faculty member's salary for the interval. If the fellowship stipend is paid through CWRU, fringe benefits will be maintained. For other prestigious fellowships, not included in the above list, that carry academic year support equal to at least one-half of a faculty member's base salary for the duration of the fellowship (semester or academic year), provided the fellowship amount covers at least the cost of replacement teaching (including fringe), the dean's office, subject to the conditions of the college budget, will attempt to supply the balance of the faculty member's salary for the interval. If the fellowship stipend is paid through CWRU, fringe benefits will be maintained.

In all cases, it is imperative that the faculty member alert his/her department chair and the dean at the earliest possible point, i.e., at the time of submission or, in the case when a prize is awarded unexpectedly, at the time of receipt. The department chair shall contact the dean to discuss what portion of the salary savings to the college may be applied toward replacement teaching, and how the department plans to make adjustments in teaching during the faculty member's absence. If a fellowship is combined with a sabbatical, the department will have more flexibility in making arrangements for replacements.

### CRITERIA

- Salary assistance is not available when a faculty member accepts a visiting appointment at another institution, a governmental or industrial assignment, or a consultancy that necessitates a reduced academic workload.
- The faculty member's full-time effort will be devoted to research/scholarship during the period of the fellowship.
- This assistance will be provided to a faculty member no more than once between sabbaticals.
- The duration of the assistance will be a minimum of one full semester or a maximum of two semesters.
- A faculty member anticipating a leave of any kind must notify the department chair at the earliest possible date so that the chair can determine whether the timing of the leave is consistent with departmental needs and begin arranging for coverage of classes and other responsibilities in the faculty member's absence.
- If the fellowship is not or cannot be paid through the university, the faculty member must take a leave with partial pay. In such cases, fringe benefits can be paid on only that portion of salary that is paid by the university and can be paid only if CWRU pays at least half the salary.