

Klingler College of Arts & Sciences
External Fellowship Support Guidelines
rev 10.08.2021

As members of a research university, tenured and tenure-track faculty members in the College of Arts & Sciences strive to be researchers and scholars of the highest order, producing innovative research and creative works at the forefront of their disciplines. Fellowships are significant professional accomplishments, and the College intends to support tenured/tenure-track faculty members who receive competitive research fellowships. These guidelines are designed to support faculty members who receive competitive fellowships or other externally funded leaves lasting either one or two semesters (“Fellowships”).

PROCESS:¹

Fall semester prior to leave:

The faculty member should submit a request for salary support via email to the Dean’s Office (Associate Dean for Faculty and Associate Dean for Academic Business Affairs) with a copy to the Department Chair, as soon as possible after deciding to apply for a Fellowship—ideally during the fall semester prior to the academic year in which the leave is proposed. The salary support application should include a link to the fellowship site and indicate whether, and for what period, any salary support is requested. The Dean’s Office will communicate their decision on salary support to both the applicant and the Office of Research and Sponsored Programs. The Dean’s Office reserves the right to limit the amount of salary support provided in any fiscal year.

Two weeks prior to application deadline:

Fellowship applications must be created in Marquette’s grant management system, Quali, at least two weeks prior to the sponsor’s deadline; earlier routing and approval in Quali is encouraged. College support must be approved as described above and recorded in Quali with the grant application. The University’s standard process for routing and approval in Quali prior to application submission must be followed.

Post-award:

If the application results in an award, all related documentation must be sent to the Office of Research and Sponsored Programs for review before any agreement is signed.

Upon return from fellowship:

¹ Financial support will not be considered for applications submitted retroactively. This requirement applies even for fellowships that are awarded to the faculty member and not the institution. Moreover, failure to comply with process outlined above will result in faculty member being ineligible for internal grants for a period of 2 years.

The faculty member who received salary support from the College will submit a 300-word description of how their fellowship was spent with links to any research products that resulted.

WHAT FACULTY CAN EXPECT:

- For two-semester Fellowships that do not cover their full salary, faculty members are encouraged to schedule the Fellowship during a full-year sabbatical (for tenured faculty) or during the same academic year as an Early Career Award (for untenured tenure-track faculty). In this circumstance, the following guidelines will apply, subject to the availability of funding:
 - Faculty academic year salary is capped by their contract with the University, even during a Fellowship. If the Fellowship provides more than one-half of their academic year salary, the faculty member can work with the Dean's Office to designate the additional funds for summer salary, housing allowance or other research support as allowed by the funding agency and the College. *Example: A faculty member's academic year salary is normally \$80,000. They receive 50% salary (\$40,000) from the University during a full-year sabbatical. If the Fellowship provides a stipend of \$50,000, the extra \$10,000 of Fellowship funds that cannot be taken as academic year salary may be designated for other support.*
 - If the Fellowship provides less than one-half of the faculty member's salary, the College will endeavor to provide funds of up to 50% of the second-semester salary to cover the gap in academic year salary. *Example: A faculty member's academic year salary is normally \$80,000. They receive 50% salary (\$40,000) during a full-year sabbatical. If the Fellowship provides a stipend of less than \$40,000, the College will endeavor to provide up to \$20,000 in salary to bring the faculty member back to a total of \$80,000.*
- NOTE: The College will not provide salary funds for a faculty member who uses a two-semester Fellowship in conjunction with a regular sabbatical or Early Career Award to take three consecutive semesters of research leave (i.e., a one-semester sabbatical followed by a two-semester Fellowship). Untenured faculty members are strongly discouraged from taking three semesters of research leave before tenure.
- For all other circumstances (e.g., one- or two-semester Fellowships separate from sabbaticals/Early Career Awards, one-semester Fellowships adjacent to one-semester Early Career Awards), the following guidelines will apply, subject to the availability of funding.
 - The College will endeavor to provide up to 50% of the faculty member's academic year salary to supplement Fellowship funding up to the faculty member's academic year salary. *Example: A faculty member's academic year salary is normally \$80,000. The College will endeavor to provide up to \$40,000 in salary for a two-semester Fellowship or up to \$20,000 for a one-semester Fellowship to bring the faculty member back to a total of \$80,000 for the year.*
 - Faculty members accepting Fellowships that provide less than 25% of their academic year salary during the fellowship period will not be eligible for supplemental funding from the College. *Example: For a faculty member with an academic year salary of*

\$80,000, the College will not provide salary support for a one-semester Fellowship with a stipend below \$10,000 or a two-semester Fellowship with a stipend below \$20,000.

- A faculty member may be responsible for the full cost of benefits during the Fellowship period unless these costs are covered by the Fellowship, or the Fellowship is designated by the Office of the Provost as a Prestigious Fellowship.
- Fellowships that primarily support activities other than research or scholarship will not be covered under these guidelines.
- There is no limit on the amount of research leave that a faculty member can take during a given time period (but see recommendation above regarding untenured tenure-track faculty). However, the College will take into account a faculty member's history of research leaves when prioritizing the allocation of salary support.
- A faculty member who receives support from the College under these guidelines accepts the obligation of returning to Marquette for a minimum of one academic year (per current University Sabbatical Handbook)
- Should the faculty member not return at the end of the fellowship period, the full amount of the College contribution must be returned to the College.
- These guidelines reflect current University and College policy and are subject to change.