

## OFFICIAL

Policy and Procedure Statement 7.17  
Review Cycle: Mar 1, E3Y  
Review Date: March 1, 2018  
Reviewer: Associate Provost

Management and Funding of  
Faculty Fellowship  
(11 paragraphs)

## PURPOSE

1. Texas State encourages the participation of faculty in distinguished national and international fellowship programs, such as Fulbright Scholar, Guggenheim, National Endowment for Humanities and Arts Fellowships, and will facilitate such activities to the extent possible. In this regard, it is our intention to hold the faculty harmless from any benefits and/or salary loss during the period of the leave. That is, Texas State will provide sufficient salary (50% minimum) or another arrangement so that benefits are maintained and so that the remuneration to the faculty is, as nearly as feasible, equivalent to the faculty member's normal rate of pay.
2. The purpose of this PPS is to provide guidelines to deans and chairs/directors, as well as to faculty who are interested in applying for fellowships that require Texas State support.

## RESPONSIBILITIES

3. Because it is the goal of Texas State to support faculty who obtain fellowships that bring recognition and prestige to the university, chairs/directors and deans are encouraged to 1) cover classes while such faculty are away on fellowships, including identifying the source of funds needed to do so; 2) ascertain that the full professional responsibility of the faculty members will be maintained; and 3) verify that the rules and regulations of the funding agency and the University are followed. This includes addressing any intellectual property issues as outlined in [PPS 8.02](#).
4. Proposals for fellowships should be processed through the Office of Sponsored Programs in accordance with the proposal submission process as outlined in [UPPS 02.02.01](#).

## REMUNERATION

5. This policy will cover leaves only during the regular academic year (those nine months during which the faculty member is under contract) or for leaves that occur mostly during the academic year. Any leaves intended for the summer are not covered by this PPS and are the responsibility of the faculty; Texas State will not cover costs, salary or benefits during this non-contractual period.
6. Award recipients must provide a copy of the award letter/contract to the Office of Faculty Records prior to the start date of the award.
  - a. The preferred method of compensation that should be used whenever possible is for the funding agency to send the amount of the award to the

University as partial or full reimbursement for the faculty member's salary. Funding agencies should be asked if this arrangement is possible. If the funding agency will agree to send the stipend to the University, the faculty salary will be paid at 100% of the normal rate of pay during the nine-month contract period.

b. If this arrangement is impossible, the faculty member may be paid directly by the agency and Texas State will provide additional salary above 50% as needed to supplement any agency-funded salary or stipend to make the total salary received equal to 100% of the normal salary for the academic year.

7. An additional amount will be paid separately to compensate for the loss of the employer's contribution to the retirement plan.
8. The amount paid by the funding agency for subsistence, travel, or other expense funding will not be considered a part of the salary compensation. The faculty otherwise will assume all costs of the fellowship.

#### **REPORT/FOLLOW-UP**

9. By the end of the first full semester of return from the fellowship, the faculty member will prepare a brief report on activities performed during the period of the appointment; and append any papers, creative works, agency reports, etc. generated as a result of the fellowship. The report will be submitted to the Provost's Office via the faculty member's chair/director and dean and maintained on file in the home department in the faculty member's personnel file.
10. Returning faculty members are encouraged to offer a seminar for faculty and students describing the Fulbright or other fellowship experience.

#### **CERTIFICATION STATEMENT**

11. This PPS has been approved by the reviewer listed below and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: \_\_\_\_\_ Review Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Gene Bourgeois  
Provost and Vice President for Academic Affairs