

## College of Liberal Arts Policy for Supporting Externally Funded Fellowships

- This policy outlines internal support for faculty who receive externally-funded fellowship which advance their scholarship. Typically, only fellowship awards at or above \$30,000 will trigger college/departmental support as this level of funding usually makes it possible for a recipient to devote an academic year to scholarship.
- Internal support for a fellowship recipient will rely on a recommendation from the department head. In addition to the amount of funding (\$30,000 or greater), the relevance of the award/sponsor to the faculty member's research program, the likely impact of the award on faculty and student recruitment, and the implications of the award for the program's standing in the discipline will be important considerations. The college will continue to view as particularly important those fellowships identified by the National Research Council (NRC) as significantly related to the national visibility of doctoral programs. The NRC identifies fellowships from the following institutions or foundations as highly prestigious: Guggenheim, American Council of Learned Societies (ACLS), Fulbright, Huntington Library, Getty Center, Center for Advanced Study in the Behavioral Sciences, Institute of Advanced Study, Woodrow Wilson Center, the Humanities Center, McArthur, Humbolt, NEH, American Antiquarian Society, Newberry Library, Folger Library, American Philosophical Society, the American School of Classical Studies in Athens, and the American Academy at Rome.
- In addition to notifying department heads about their intentions to apply for an award, faculty should take advantage of pre-award research administration services on campus. Proposals should be routed per published guidelines (as developed by the Office of Sponsored Projects).
- The department will provide the recipient with salary funds equal to the difference between the award and his or her academic year salary. This strategy, which applies to both residential and non-residential awards, also maintains the faculty member's benefits during the fellowship year.
- If a faculty member accepts a residential fellowship endorsed by the head, the college and his or her department will each provide a month of salary or \$6,500 (whichever is less) to help offset the costs of living and working away from College Station. Departments may, budget permitting, provide full salary in excess of \$6,500 and top-up the college contribution. Typically, the department will provide salary support in the summer prior to his or her departure, and the college will provide funds in the ensuing summer. Residential fellowships for less than an academic year will receive appropriately prorated support. Requests for funding for awards exceeding nine months will be handled on a case by case basis. All requests for college support for residential fellowships will come through the department head.

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- If the fellowship involves work away from College Station for a period longer than two weeks at one time, the faculty member must request approval for an alternate work location. The request memorandum should be sent well before departure through the department head, the associate dean for faculty affairs, and the Dean of Faculties to the Provost for final approval.
- If a faculty member accepts a non-residential fellowship funded by one of the prestigious sponsors listed above, the college and the department will each provide \$2,500 to create a bursary of \$5,000 to support scholarly activities related to the proposed work.
- Recipients of non-residential fellowships from other sponsors may also receive bursaries typically not to exceed \$3,000 and also funded equally by the department and college. The level of this support will be determined on a case-by-case basis.
- In the case of a non-residential fellowship meeting the above criteria, the faculty member may buy out two long semesters of teaching. Any other plan should be approved by the department and college well in advance.
- Except when sponsor policy (e.g. the Fulbright Program) is to send award funds directly to the recipient, fellowship sponsors should send award funds to Texas A&M University.
- Faculty may also come to hold highly significant positions in scholarly associations. Where such positions lead to high-profile activities which advance faculty scholarship and enhance the profile of a department, the department may provide some level of support. However, support from the college in such cases will be quite rare and require a compelling case.
- Consistent with established Texas A&M University policies on the support of leaves for scholarship, faculty receiving internal support for a residential fellowship are expected to return to Texas A&M University for at least one year following the leave.