

**University of New Hampshire, College of Liberal Arts  
Guidelines for Externally Funded Fellowships and Leaves**

**I. PREAMBLE**

As members of a research university, the tenured and tenure-track faculty of the College of Liberal Arts at the University of New Hampshire strive to be researchers and scholars of the highest order, producing innovative research or creative/artistic works at the forefront of their disciplines. These guidelines are designed to support faculty<sup>1</sup> who receive competitive Fellowships or other externally funded leaves (referred to hereafter as “Fellowships”).

**II. BACKGROUND AND SCOPE**

- A. The College of Liberal Arts encourages faculty of all ranks to apply for Fellowships. Because a Fellowship sometimes does not cover the faculty member’s salary for the period in which the Fellowship is taken, these guidelines explain how that faculty member may apply to keep their pay whole and, if applicable, to receive pay above and beyond their usual salary in order to cover additional expenses associated with Fellowship activities.
  
- B. This document also discusses effects that Fellowships may have on tenure, promotion, annual evaluation and sabbaticals.

**III. GENERAL GUIDELINES**

- A. If a faculty member follows the procedures outlined below and is awarded a two-semester Fellowship of \$40,000 or more, or a one-semester Fellowship of \$20,000 or more, the College of Liberal Arts will normally supplement the faculty member’s award to provide full salary during the Fellowship period (consistent with the current policy of “keeping whole” or “topping off”). The exception to these minimums would be if the Fellowship overlapped with a sabbatical leave. Note that:
  - 1. If the Fellowship does not provide benefits, the University will continue coverage during the Fellowship period to provide the same level of benefits that the University provides during other periods.

---

<sup>1</sup> “Faculty” in this document refers to tenured and tenure-track faculty.

2. Time spent on Fellowship counts toward tenure and promotion.

Fellowship recipients will be subject to the annual review process outlined in the CBA.

3. Taking a Fellowship does not automatically preclude a faculty member from applying for a future sabbatical pursuant to the timeline articulated in that policy. However, it is permissible for a Department Chair, Dean and/or the Provost to take the faculty member's Fellowship into consideration when making recommendations and decisions about sabbatical leaves. For instance, if a faculty member had a year-long Fellowship they may have to defer their sabbatical for a period so that they can return and engage with their department.
4. If a faculty member wins a Fellowship for substantially less than the target amount, the College of Liberal Arts will consider maintaining full pay, but may at the same time count the leave as a University-supported sabbatical leave.

B. Fellowship proposals must be routed to the Office of Sponsored Programs Administration (SPA) for review; SPA will assist in preparing budgets, internal routing forms, and other proposal requirements, regardless of whether the award can be paid through UNH or not. SPA will determine if the award can be paid through UNH, examine the scholarship terms and conditions, and advise on requirements for submission. If the funds can be managed through the University, there may be other limitations that will require review and negotiation. Many Fellowships will not cover benefits, or will limit participation in other activities, and those should be discussed before submitting the proposal. Note that despite the use of SPA and BSC resources for this tracking, overhead is not typically collected on Fellowships.

1. If an award is made and can be paid through UNH, SPA will set up a fund and the allowable portion of salary/benefits/research costs will be directed to that fund. When funds are not able to be processed through UNH, a series of payroll deductions will be made for the amount of UNH funding being used for salary support. That is, UNH will deduct funds consistent with the amount the faculty member is earning from the agency that awards the Fellowship.
2. The salary savings generated in the home department will be used to cover the teaching needs of the department(s) affected by the recipient's absence as well as expenses necessary for completing the research or creative/artistic tasks

supported by the award (e.g. required travel). Proposed use of the remaining salary funds will be reviewed and is subject to approval by the Dean or Associate Dean.

#### **IV. PROCEDURES**

- A. A faculty member who wants to apply for a Fellowship must:
1. Communicate with the Department Chair to discuss how the applicant's teaching and service duties will be covered if the applicant is awarded the Fellowship.
  2. Communicate with the Office of Sponsored Programs Administration (SPA) to ensure that all issues are addressed before submitting the application to the granting organization. The applicant must follow all of UNH's policies and procedures for applying for external awards. This includes securing all necessary approval signatures/approvals on the SPA routing form. After the routing form has been signed by the Department Chair, it should then be sent to the Associate Dean of Faculty. Securing these signatures can take several days, so Fellowship applicants should contact the SPA Grant and Contract Administrator (GCA) assigned to their department as early as possible in the Fellowship application process. This critical step in the application process will ensure that the Dean's office is aware of the faculty member's intention and therefore can respond accordingly.
- B. If a faculty member is awarded a Fellowship after successfully following the steps set forth in these guidelines, that faculty member should contact their Department Chair and Dean immediately to notify them about the award. The Department Chair or Dean will then work with SPA and the Office of the Provost to ensure that matters regarding the faculty member's salary and benefits for the Fellowship are properly addressed.
- C. When possible, the funds from the Fellowship should be paid to the University so that salary payments to the faculty member can continue at the regular amount. Note that some Fellowships pay the faculty member directly and other arrangements may be needed (see III.B above). There will also likely be Federal tax considerations if the Fellowship is paid directly to the faculty member.
- D. Except in unusual circumstances, the faculty member is expected to return to the UNH College of Liberal Arts for two semesters in residence after a leave.

*Note:* the guidance and procedures provided in this document are designed to identify forthcoming proposals. Early notice will foster discussions about additional resources that may be leveraged to assist the faculty member. These procedures also will inform the Dean's Office about upcoming Fellowships and their implications for potential changes in staffing and help avoid potential misunderstandings or conflicts of interest between the faculty member, department and College. Finally, these procedures will allow us to document and promote applications for external funding that traditionally have not been counted with other external applications such as federal grant proposals.