

External Residential Fellowships and Professional Improvement Leave

University Senate
September 19, 2017

	External Residential Fellowships §3.8.2	Professional Improvement Leave with pay §3.8.1	Provost Funded Professional Improvement Leave with pay §3.8.1
Timeline/Cycle	open	open	annual call
Eligibility	tenure-track or tenured faculty	6 years of service and tenure	6 years of service and tenure
Review/Approval	Department, Dean, Provost	Department, Dean, Provost	Department, Dean, Committee
Internal Funding	If the stipend or award offered by the external fellowship is less than the faculty member's base salary, Auburn University may provide the salary difference. Funding will be split equally between the department/college and the University Fringe Fund.	salary paid by University Fringe Fund to create salary savings in the department for replacement instructional faculty	salary paid by University Fringe Fund to create salary savings in the department for replacement instructional faculty; competitive travel and cost of living funds
External Funding	Per terms of the Fellowship program	A faculty member on leave with compensation may receive fellowship support or part-time teaching or research appointments that do not interfere with their programs.	A faculty member on leave with compensation may receive fellowship support or part-time teaching or research appointments that do not interfere with their programs.
Number of participants			
AY2014-15	5	8	12
AY2015-16	5	6	8
AY2016-17	2	5	10
AY2017-18	2	2	12

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External Residential Fellowships

- Faculty Handbook §3.8.2
- Eligibility
 - Tenured or Tenure-Track Faculty
 - Awarded by external agency, organization, institution
- Timeline
 - Forms routed upon notification of selection for External Residential Fellowship
- Changes Effective October 1, 2017

Reset Form REQUEST FOR APPROVAL OF EXTERNAL RESIDENTIAL FELLOWSHIP **Print Form**

Banner Number: _____ First & Last Name: _____
Title: _____ Department: _____
Date of Hire: _____ Total years of full-time service: _____
Dates of External Residential Fellowship: _____ through _____
I request Auburn to fully fund, partially fund, not fund my salary during this Fellowship.
Please provide a summary of activities to be undertaken and where:

Briefly state how the University may benefit from these activities:

List the source and amount of any funding during this Fellowship:
AU Base Salary requested: _____
Salary from Host Institution: _____
Cost of Living support from Host Institution: _____
Maximum travel reimbursement from AU: _____
Travel Allowance from Host Institution: _____

The documents listed below are required and attached:
 Abbreviated CV Notification of Award for External Residential Fellowship

Faculty Certification:
 If this External Residential Fellowship is approved with full or partial pay, I agree to return to the University for at least one year following this Fellowship.
 If tenure-track faculty, the period of time I am engaged in this External Residential Fellowship
 will will not* be counted toward tenure. *Pending approval by the Provost & VP Academic Affairs

Faculty Signature: _____ Date: _____

Department Head/Chair must indicate support for the proposed activities.
 Attach statement to cover faculty member's work assignment(s) during Fellowship, if applicable.

Department Head Signature: _____ Date: _____

Dean must indicate support for the proposed activities:
Dean Signature: _____ Date: _____

Review and approval by the Office of the Provost:
Provost: _____ Date: _____

Professional Improvement Leave

- Faculty Handbook §3.8.1
- Eligibility
 - Tenure
 - Six Calendar Years of full-time service
- Important Notes
 - No restrictions on duration or location of activities
 - Activities must be consistent with department's mission and goals
 - Request one semester of leave with pay for every four years of service
OR two semesters of leave with half pay for every four years of service

Professional Improvement Leave

- Timeline
 - October 1: annual call for proposals for upcoming academic year
 - November 1: proposals due
 - November through February: Professional Improvement Leave ad hoc committee will make recommendations
- Changes Effective October 1, 2017



Part 1: General Information

All Name: Email: Department:

Title: Campus: Campus Address:

Address: College or School: Employment Date:

Type of Faculty: Total Years of Full: Date of Tenure:

Part 2: Professional Improvement Leave Information

Pay Option: Full Pay Half Pay No Pay Reschedule of Release Date:

Course or Program (Please list the title and semester):

How to justify the absence (by using faculty form 58, including a detailed workload sheet if necessary):

From P.I.L. Date: Specific Date: With or Without Pay:

Please describe the proposed leave of your activities:

Part 3: Required Documents

Please upload a letter of support from the department head and dean indicating support for the proposed and agreement with the faculty's plan to leave and assignments during the proposed absence.

Please upload a detailed P.I.L. budget including travel, equipment and supplies, and other anticipated needs to be borne by the University. List any external support of your activities. Provide details of inclusion from supporting institutions or programs as appropriate.

Please upload a detailed curriculum CV reflecting education, employment history, substantial grants and awards, major honors and recognitions, and relevant publications.

Please upload a plan, agreed to by the department head and dean showing how the faculty member's course assignments for the academic year 2018-2019 will be covered.

Part 4: Applicant Agreement

I hereby acknowledge that all data entered on this application is true and correct.

P.I.L. is an application for leave with pay for one year or less in the calendar year for a year total of leave over following 58 hours of absence.

Part 5: Department Head/Chair and Dean Approver

The Department Head/Chair indicates support for the proposed P.I.L. and agrees to meet with the faculty member to discuss the proposed leave and assignments during the proposed absence.

Department Head/Chair: Title:

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Department Head/Chair: Title:

Save Cancel

Summary of Changes

Effective October 1, 2017

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Amanda Malone

Director, Provost Budget Services

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