

Faculty Research Fellowship Leave Top-off Costello College of Business

I. Scope

This academic policy covers full-time faculty who receive externally funded Fellowships.

II. Policy Statement

- Faculty members sometimes receive fellowships from external sponsors that do not cover the full cost of a faculty member's 100% salary and fringe benefits for a semester or academic year, even though the fellowship research requires 100% effort for that period.
- The standard cost of a 100% research fellowship leave for a semester or academic year is 100% of that period's base salary plus fringe. This amount excuses the faculty member from teaching and service, and would not require residence on campus at George Mason University during that period.
- In cases when an external fellowship does not cover 100% of the faculty member's salary and fringe benefits for 100% research effort, the faculty member – with the approval of the area chair and Dean– may request a *Fellowship Leave Top-off*. If granted by the Dean, this top-off would allow the faculty researcher to accept the fellowship without taking a reduction in salary support for that semester or academic year.
- The amount of the Fellowship Leave Top-off that may be requested depends upon the amount provided by the external sponsor.
- The top-off will be no larger than the fellowship amount or the sum needed to bring the salary up to 100% of the faculty member's normal salary for the semester or up to 50% for the academic year, whichever is less.
- Faculty who wish to request a *Fellowship Leave Top-off* submit a leave top-off application using the College form designed for this purpose. The request must be signed by the Area Chair and submitted to the Associate Dean for Research, who will submit the materials to the Dean for approval.
- Time spent on Fellowship counts toward tenure and promotion. Fellowships are not eligible for tenure clock extensions unless they meet the extension criteria in the Faculty Handbook and are approved by the Dean and the Provost.
- The top-off period may be considered as a research leave regarding the eligibility of tenured faculty for study leave (and the required 6 years in between). If a faculty member is eligible for study leave, they must utilize that.

III. Criteria for Fellowship Leave Top-off

- The fellowship must be competitive, well-known for the rigor or its selection process, and such faculty award must carry significant prestige to the College (for example, Fulbright, Guggenheim, etc.).
- The purpose of the fellowship should be clearly designed to allow the faculty member to make significant advances on an identifiable research project or to develop new skills or new knowledge directly relevant to the faculty member's research agenda or teaching plans or to engage in course or curriculum development.

IV. Eligibility

- Tenured faculty members are eligible at any time.
- Tenure-track faculty are eligible for Fellowship Leave Top-off after a positive third year renewal decision or may use their study leave.
- Term faculty on a multi-year contract are eligible.
- In the case of fellowships aimed at supporting research, the faculty member should be demonstrably research active and, in particular, the most recent sabbatical or research leave of absence should have resulted in publications or other significant scholarly contributions.
- Fellowship Leave Top-off may be utilized up to two times between study leaves. Applications for fellowship Leave Top-off will have less priority if the faculty member has received such support in the past three years or if the faculty member is in a field in which one can be expected to seek salary support through research grants.

V. The total number of top-off awards are limited to two per year for the Costello College of Business.

VI. Process

- Requests for top-off should be prepared by the faculty member and forwarded to the Associate Dean for Research with the Chair's rationale for approval at least three months before the leave begins. The request should include the specific fellowship financial details and copy of the fellowship agreement as well.
- If a faculty member's course load is not symmetric, a semester of fellowship with or without top-off will take place in the semester with the lower teaching load.
- The faculty member cannot earn additional university pay while receiving a top-off (e.g., executive development, teaching, stipends, etc.). The maximum pay a faculty may receive while away from the university with top-off is 100% of base pay.
- The faculty member will sign an agreement to return to his or her normal duties at George Mason University after the top-off period has ended for a minimum period of at least one academic year. If they do not, they will be asked to repay the top off amount.

Fellowship Leave Top Off Application

(Submit to Senior Associate Dean for Faculty Affairs and Research at least 3 months prior to leave)

Name:

Area:

Name of Fellowship:

Link to Fellowship opportunity/organization:

Semester/Year or Academic Year of fellowship:

Description of purpose of fellowship (e.g., project, research, etc):

Please attach a copy of the award information.

Please attach a copy of Office of Sponsored Programs budget if appropriate.

Please attach a copy of IRB proposal and approval if appropriate.

Faculty:

I agree to abide by George Mason University and Costello College of Business policies regarding leaves and top off policies. See CCB Faculty Research Fellowship Leave Top-off policy (in document library).

Signature: _____ Date: _____

Area Chair:

I support this leave and salary top-off.

Signature: _____ Date: _____