

EXTERNAL PRESTIGIOUS AWARDS AND FELLOWSHIPS FOR FACULTY

PURPOSE

This policy aims to support faculty, especially those in the arts, humanities, and social sciences, in pursuing prestigious external awards and fellowships. These opportunities include awards such as the Mellon, Fulbright, NEA, NEH, Radcliffe, ACLS, Newberry, Kluge, SSRC, IAS, Getty, Guggenheim, Huntington, Dumbarton Oaks, Institute for Citizens & Scholars, and Whitney fellowships. While these awards may not provide the indirect cost recovery typically associated with STEM fields, they offer valuable protected time for faculty in non-STEM, SASH fields to advance their research, scholarship, and creative activities. In some cases, bridge funding may be necessary to support these efforts.

ELIGIBILITY

All full-time tenure-track and tenured faculty members with research, scholarly, and creative inquiry responsibilities are encouraged to apply for external prestigious awards.

SUPPLEMENTAL SUPPORT

Since many of these awards do not fully cover faculty salaries and/or benefits, supplementary support from Chapman University may be necessary. Eligibility for this support will be contingent upon:

- The nature of the fellowship.
- The stipulations of the award.
- The availability of institutional resources relative to the number of prestigious awards granted each year.
- The timely completion of the steps outlined below before submitting the grant application.

CONTINUITY OF BENEFITS

Faculty will retain their Chapman-provided benefits as per the last open enrollment. If the external award requires travel outside the country or outside the service area for Chapman-provided benefits, it is strongly recommended that the faculty member obtain additional travel insurance for medical emergencies. Chapman will not reimburse travel insurance or out-of-pocket medical expenses if the benefits provider denies coverage for treatment outside their service area.

LEVEL OF SUPPORT

Chapman University is committed to assisting faculty who win prestigious awards, subject to available institutional resources. The University will provide matching support up to a maximum of 50% of the faculty member's salary (plus benefits). Exceptions to the 50% matching support will be discussed with the Dean and the Provost on a case-by-case basis. However, the total sum from Chapman, other external sources, and the award/fellowship may not exceed 100% of the faculty member's Chapman-provided salary.

APPLICATION PROCESS

1. Consultation

Faculty *must consult* with their respective Deans before applying for any external award that offers protected time for research, scholarship, and creative activities. This ensures that unit needs and absences are planned accordingly.

2. Approval

Before submitting a grant application for fellowships that require additional support for protected time to engage in research, scholarly, or creative activities (resulting in release from teaching, service, or administrative duties), faculty *must obtain* approval from the relevant Dean in consultation with the Provost. An email to both offices will suffice. Failure to inform the Dean and Provost may impact the leave and any related supplementary funding.

3. Submission

Faculty *must collaborate* with their unit-level research support (e.g., grant development staff, Associate Dean of Research, etc.) to submit their proposals through Cayuse. Although some prestigious awards can be submitted directly through the foundation's platform, using Cayuse is required to ensure compliance with current Chapman policies. The Office of Research will serve as the primary point of contact for the submission and coordinate with various offices, including the faculty's academic unit, Human Resources, Office of Faculty Advancement, and the Office of the Provost.

4. Application for Support

Upon receiving a fellowship, faculty should notify their Dean *within two (2) business days* and request any necessary salary supplements. The Dean will work with the Provost's Office to provide supplemental support if the fellowship does not fully cover the faculty's base salary. Prompt notification is strongly encouraged to ensure the continuity of benefits.

SABBATICAL COORDINATION

Faculty may align fellowship applications with their sabbatical schedule to maximize benefits. Fellowships can supplement sabbatical or summer salaries but will not replace

Chapman-provided salary during sabbatical leaves. Fellowships will not supplement Chapman-provided base salary during the academic year and the award/fellowship may not exceed 100% of the faculty member's Chapman-provided salary.

NON-SABBATICAL LEAVE

For fellowships taken during non-sabbatical years, faculty have the following options:

- Take fellowship funding as summer salary, if allowable, without affecting academic year duties.
- Use fellowship funding for research, scholarly, or creative activities leave during the academic year with or without supplemental support.

ADMINISTRATIVE PROCEDURES

1. Notification

Faculty must immediately inform their Dean, the Office of Faculty Advancement, Provost, and the Office of Research in writing (an email is sufficient) upon receiving an award, providing full documentation.

2. Award Acceptance

Faculty will work with the Office of Research and fellowship grantor on accepting the award and all necessary documentation. Only the EVP and Chief Operating Officer can accept awards on behalf of the university. Individual faculty members may not accept awards that are paid through Chapman University.

3. Payroll

Depending on the fellowship, payments may need to be processed through the institution's payroll system to ensure proper accounting and benefits administration. Whenever applicable, fellowship funds should be directed to Chapman University.

The Office of Faculty Advancement will process the documentation and issue a letter of confirmation that includes:

- a. Approval
- b. Details of the arrangement
- c. Start/end dates
- d. Any changes to salary during the award
- e. Additional funding sources
- f. Benefit continuation contacts

The letter will be copied to the Benefits Office, Office of Research, and the Dean.

CHECKLIST FOR FACULTY

- Consult with your Dean and grants manager (if applicable) before applying.

- Work with your Associate Dean or unit-level research support to set up the grant application in Cayuse, in alignment with established deadlines.
- Notify your Dean within two (2) business days, who will liaise with the Provost's Office regarding any eligible supplemental support and the Office of Research regarding award acceptance upon receiving an award.
- Discuss benefits continuation with Human Resources.

OFFICE RESPONSIBILITY FOR POLICY

Office of the Provost
(714) 997-6826

WEBSITE ADDRESS FOR THIS POLICY

<https://chapman0.sharepoint.com/provost/Academic%20Policies/Forms/AllItems.aspx>

WHO APPROVED THIS POLICY

Senior staff member submitting the policy: Norma Bouchard, Provost

President

Date

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September 10, 2024

RELATED MATERIALS

N/A