

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

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November 2017

Private Funded Professional Improvement Leave Application

Requests for Private Funded Professional Improvement Leave (PIL) for the 2018-2019 academic year should be submitted using this form on or before November 1st and include the following:

- 1. Completed application (this form) with approval from the department head and the dean indicating support for the proposed leave and agreement with the faculty's plan to secure work assignments during the proposed absence.
- 2. A three-page proposal to include a structured plan for professional improvement within the faculty member's discipline. The plan should specify starting and ending dates, institutional and personal goals, and a list of activities to be undertaken. The plan should also include a list of activities to be undertaken during the proposed absence.
- 3. A statement of support from the department head and the dean indicating support for the proposed leave and agreement with the faculty's plan to secure work assignments during the proposed absence.
- 4. A statement of support from the department head and the dean indicating support for the proposed leave and agreement with the faculty's plan to secure work assignments during the proposed absence.

Please enter or attach electronic documents and save as .PDF. The document should be named using the format: Last Name First (Don't Use Name). For more information, please contact Sandy O'Connell at 510-225-2222 or sandyo@ucdavis.edu.

Part 1: General Information

Full Name: Email: Department:
Title: Campus: Campus Address:
Phone: Fax:
Room: College or School: Employment Status:
Type of Faculty: Total Years of Full: Date of Tenure:

Part 2: Professional Improvement Leave Information

Pay Option: ☐ Full Pay ☐ Half Pay ☐ No Pay ☐ Other Reason for Request:
Duration of Request (Start Date to End Date):
Please describe the nature of your leave in detail, including the purpose and the activities you plan to undertake during the leave.
Please describe the support and support of your activities.
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Part 3: Required Documents

Please upload a letter of support from the department head and the dean indicating support for the proposed leave and agreement with the faculty's plan to secure work assignments during the proposed absence.
Please upload a statement of support from the department head and the dean indicating support for the proposed leave and agreement with the faculty's plan to secure work assignments during the proposed absence.
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Part 4: Applicant Agreement

I hereby acknowledge that all data entered on this application is true and correct.
I agree to the terms and conditions of the Professional Improvement Leave program and agree to the terms and conditions of the Professional Improvement Leave program.

Part 5: Department Head Chair and Dean Approver

The Department Head Chair and Dean Approver have reviewed the application and agree to the terms and conditions of the Professional Improvement Leave program and agree to the terms and conditions of the Professional Improvement Leave program.

Department Head Chair: Dean Approver:

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Department Head Chair: Dean Approver:

Summary of Changes

Effective October 1, 2017

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Amanda Malone
Director, Provost Budget Services
(334) 844-0280
malonad@auburn.edu