



HOBART AND WILLIAM SMITH COLLEGES



Fellowship Proposal Authorization Form

APPLICANT INFORMATION

APPLICANT NAME		DEPARTMENT	
PROJECT TITLE			
FUNDING ORGANIZATION (AND PROGRAM, IF APPLICABLE)			
AMOUNT REQUESTED OF FUNDING ORGANIZATION \$		SUBMISSION DEADLINE	
PROPOSAL TYPE <input type="checkbox"/> NEW <input type="checkbox"/> REVISION/RESUBMISSION		ORIGINAL SUBMISSION DATE (IF REVISION/RESUBMISSION)	
PROPOSED FELLOWSHIP START AND END DATES —		PROPOSED SABBATIC LEAVE START AND END DATES (TOTAL FUNDED AND UNFUNDED PERIOD) —	
IS APPLICANT ELIGIBLE FOR A SABBATICAL DURING THE PROPOSED FELLOWSHIP PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO		NUMBER OF COURSE EQUIVALENTS TAUGHT SINCE LAST SABBATIC LEAVE *	
<p>PLEASE NOTE: All leave applications must be approved by the Department Chair or Program Director and the Provost and must include specific plans for replacement courses. *</p> <input type="checkbox"/> DETAILED OUTLINE OF SAID PLANS ATTACHED			

* For details, see official HWS Sabbatic Leave Policy on page 2 of this form.

AUTHORIZATION AND CERTIFICATION

I hereby certify that the above information is accurate and complete.

APPLICANT SIGNATURE	DATE

I hereby approve the attached proposal and staffing plan.

DEPARTMENT CHAIR/PROGRAM DIRECTOR SIGNATURE	DATE
PROVOST SIGNATURE	DATE

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Sabbatic Leave Policies (as contained in *Faculty Bylaws and Procedures*, July 2004)

II. B. 2. a. Sabbatic Leaves

Full-time faculty in tenured or tenurable positions only at the rank of Assistant Professor and above who hold the Ph.D. or other appropriate terminal degree, are eligible for sabbatic leaves as follows:

- (1) For every 7.5 course equivalents taught as part of a normal teaching load of 5 courses per year, a faculty member accrues one course equivalent of sabbatic leave at full pay. These may be "expended" as either mini-sabbatics (15 courses taught earns 2 courses sabbatic release) or full sabbatics (30 courses taught earns 4 courses of sabbatic release). While time on leave of absence is not normally counted in determining eligibility for sabbatic leave, exceptions can be authorized by the President.
- (2) Faculty who are eligible for a full sabbatic may choose to schedule the semesters in which they are on sabbatic in various ways. They may take a full academic year (5 courses) off at 80% pay. They may choose to teach one course in their sabbatic year and receive 100% pay. They may also choose to schedule their sabbatic as a combination of two-course semesters off at full pay. Or, they may choose to use chair's leave, additional eligibility from additional semesters teaching, or support from research grants or fellowships to augment their sabbatic time as currently. *[Please see handbook for illustrations.]*

[Every sabbatic] has implications for the institution and one's departments and interdisciplinary programs. Thus, departments and individuals must plan sabbatics well in advance. For this reason, all sabbatic requests must be accompanied by a two-year sabbatic plan.

II. B. 2. e. Supplemental Leave Stipend for Faculty Awarded Nationally Competitive Fellowships

In cases where members of the full-time faculty receive competitive national fellowships running for an entire year and such fellowships provide a stipend less than the faculty member's normal salary for that year, the following rules shall apply:

- (1) Faculty may be paid sabbatic pay in such fellowship years if they are entitled to sabbatic leave in the normal sequence of leaves. It is understood that sabbatic leaves and the leave of absence are incorporated one into another, and that the sabbatic time is thus used. The sabbatic stipend plus the national fellowship may not exceed the normal compensation for the year.
- (2) Where there is no sabbatic leave eligibility, the Colleges will award as a stipend up to 10% of salary toward narrowing the gap between the normal salary and the fellowship stipend.
- (3) Where a faculty member wins a nationally competitive fellowship to support him or her for the entire year and where the fellowship is less than the salary, the Colleges will continue his or her normal package of benefits as though the faculty member were on full salary.

Supplemental stipends will be made only in those cases in which the details of the grant and salary were reviewed with the Dean of Faculty and Provost before the grant application was submitted. In this manner it will be fully understood in advance by all parties what the financial situation for each individual will be. The faculty member will agree in writing to repay the Colleges for all supplemental stipend and contributions by the Colleges to his or her insurance and retirement, if for any reason he or she does not return to the Colleges at the end of the leave of absence.