



## Policy on Arts Division Fellowship Salary Supplements

Faculty who receive extramural fellowships to support their research may use the funding to increase their percentage time for research through a research leave. Like sabbatical leaves, such leaves are granted “to enable recipients to be engaged in intensive programs of research and/or study, thus to become more effective teachers and scholars and to enhance their services to the University.”<sup>1</sup>

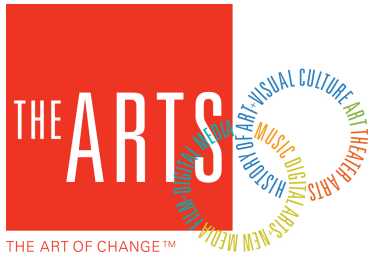
Fellowships rarely cover a faculty member’s full salary, and so the division has a policy that combines the fellowship with contribution of sabbatical credits and a divisional “top-up” contribution to enable the faculty member to have a full-time research leave during the period of the fellowship.

Under specific conditions and at the discretion of the dean, the division may cover the difference between the compensation provided to ladder rank faculty through extramural fellowships, including covering normal and customary employer benefit costs. The following conditions apply:

1. The faculty member should submit a tentative proposal for the research leave and a preliminary request for a divisional salary supplement as part of the regular curriculum and leave planning cycle in the fall, with information about fellowship applications. The proposal should follow the general format of the request for sabbatical leave. Cf. APM 704-94.
2. The proposed leave will be reviewed as part of the department’s curriculum and leave planning process and prioritized along with other requests. The request will be forwarded to the division for consideration with a letter of support from the department chair. The letter of support must include a plan from the department demonstrating that the leave will not unduly affect the department’s curriculum plan and that student workload will be maintained. Course replacement funds are not guaranteed.
3. The dean’s office will work with the faculty member to develop a plan to fund a full-time research leave that uses the full amount of the fellowship. At the dean’s discretion, the plan may require a contribution of sabbatical leave credits if the fellowship covers less than 50% of the faculty member’s salary for the period of leave. Once the dean approves the plan, when the fellowship is granted the faculty member must formally

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<sup>1</sup> APM 745-0.



request a leave without salary from the department for the percentage of pay offered by the fellowship. Any salary savings from the fellowship accrue to the division.<sup>2</sup>

4. The recipient of a Fellowship Salary Supplement is subject to the conditions associated with the sabbatical leave program. The faculty member is required to return to active status and residency at UCSC for a period equal to the period of supplemental fellowship. At the time the leave is approved, the faculty member must agree to repay the amount of the divisional salary supplement and the amount of salary associated with the sabbatical leave credits used should the faculty member not return to residency. A report on the results of the leave is due upon return.

June 2016:wal

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<sup>2</sup> Some programs require that the fellowship be paid directly to the scholar rather than to the institution. Faculty applying to a program should confirm which types of arrangement are allowed. Because of service credit and other benefits, the latter is the preferred arrangement.