

# External Residential Fellowships

Auburn University Faculty Handbook §3.8.2

## Document Workflow

### Ongoing

With support from the department head/chair, faculty member applies for fellowship with an agency, organization, or institution external to Auburn University. The activities to be conducted should be consistent with department's mission and goals.

### Upon Notification of Selection for Fellowship

Submit the Request for Approval of External Residential Fellowship form, a 2-page abbreviated curriculum vita (including education, employment history, substantial grants and awards, major honors and recognitions, and relevant publications) and any award or notification letters from the external agency, organization, or institution in the following order for review:

1. Department Head/Chair with a statement indicating how the faculty's courses will be taught or rescheduled and service activities reassigned or accomplished remotely
2. Office of the Dean
3. Office of the Provost

### Prior to Fellowship Leave

If approved per the guidelines in the Faculty Handbook, the Request for Approval of External Residential Fellowships form will be returned to the department. If the Faculty Member will receive compensation from Auburn University during the term of the Fellowship, the department should contact Human Resources to ensure that 50% of the Faculty Member's funding is paid from central administration and the remaining 50% from departmental source(s).



The form is titled "REQUEST FOR APPROVAL OF EXTERNAL RESIDENTIAL FELLOWSHIP". It contains several sections for data entry and checkboxes. Key sections include: "Enter Number: \_\_\_\_\_ First & Last Name: \_\_\_\_\_", "Title: \_\_\_\_\_ Department: \_\_\_\_\_", "Date of Hire: \_\_\_\_\_ Total years of full-time service: \_\_\_\_\_", "Dates of External Residential Fellowship: \_\_\_\_\_ through \_\_\_\_\_", "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: \_\_\_\_\_", "Please state how the University may benefit from these activities: \_\_\_\_\_", "At the source and amount of any funding during this Fellowship: All 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  will not "be counted toward tenure." (Please explain to the Provost if Academic Sen.) Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_", "Department Head/Chair must indicate support for the proposed activities.  Attach statement to cover faculty member's work assignments 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_"

## Key Contacts:

Amanda Malone  
Director, Provost Budget & HR  
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## Frequently Asked Questions

### *Who is eligible to apply for leave for External Fellowships?*

Any tenured or tenure-track faculty member who has successfully been awarded a competitive fellowship from an organization or institution outside Auburn University.

### *How will my salary be funded while on leave for External Fellowship?*

Since the financial aspects of external fellowships range from no support to full salary and cost of living stipends, please contact the Office of Sponsored Programs for any funds that will be flowing to Auburn University in support of your fellowship and Payroll & Employee Benefits to determine the impact, if any, on your employee benefits and Teacher's Retirement System service credit.

### *When are Request for Approval of External Residential Fellowship forms due to the Office of the Provost?*

Notice should be given to your department head/chair as soon as you are notified as a finalist or recipient of a competitive fellowship from an organization or institution outside Auburn University. Forms should be routed for approval through your department head/chair as soon as your Fellowship is confirmed.

### *Are Requests for Approval of External Residential Fellowship competitive?*

The Fellowship to which you are applying should be competitive. As such, your leave from Auburn University is not competitive. Rather, the Faculty Handbook outlines the Auburn University policies for length of leave you may request, funding of your salary while on leave, and expected service to Auburn University upon the conclusion of your Fellowship. Please see section 3.8.1 Professional Improvement Leave for information on Professional Improvement Leave.

**REQUEST FOR APPROVAL OF EXTERNAL RESIDENTIAL FELLOWSHIP**

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: \_\_\_\_\_