

**Stony Brook University, College of Arts and
Sciences Research Assignment/Fellowship Policies
(Updated 12 April 2022)**

I. College of Arts & Sciences, Junior Research Assignment Policy (Spring 2015, revised July 2020)

Eligibility

In order to allow time for sustained focus on research, CAS grants tenure track faculty relief from teaching responsibilities equivalent to one semester's teaching prior to tenure evaluation. To receive a one-semester Junior Research Assignment, the faculty member must show evidence of having applied or intending to apply for external grant or fellowship funding, though success in securing this funding is NOT a requirement for the research assignment. The research assignment should not be used during the last year prior to the tenure decision, in order to ensure adequate opportunity for the faculty member's teaching and service to be evaluated for the tenure dossier; exceptions to this policy require approval of the chair and dean. Acceptance of a Junior Research Assignment carries with it a commitment to return to the faculty for no less than one year. Faculty members who received a "phased" level of teaching equivalent to a normal half year load are not eligible for the junior research assignment. Note that the Junior Research Assignment does not constitute an extension of time to tenure, which may be granted under special circumstances. See information about [Extension to Time Tenure](#).

Application procedure

The faculty member provides the chair with:

- a 1-2 page summary of the program of work to be completed during the research assignment and the outcomes expected;
- information on the funding application: the name of the funding agency and relevant program, funds requested, submission date, and brief project summary.

If the faculty member's research activities require them to be off campus during the research assignment, that should be discussed and approved in advance. Applications require endorsement by the chair and the dean, and the teaching needs of the department will be taken into account in determining the timing of the leave.

Deadlines

The request for a junior research assignment must be submitted to the Dean's office **by October 8** of the year preceding the requested research assignment (for either fall or spring semester). If the submission date for the funding application is later than October 15, the application should include a preliminary project summary.

External Funding

If the faculty member's application for external funding is successful, those funds will be placed in the Dean's pool used to help defray the costs of replacement instructors in departments that cannot cover teaching releases internally. Extension of the research assignment for an additional semester is possible according to the guidelines in Section II.

II. College of Arts and Sciences Policy on Prestigious Awards (fellowships) (July 2020)

Faculty in the College of Arts and Sciences are encouraged to take advantage of the many opportunities for research support available through foundations, governmental agencies, nonprofit organizations, universities, and other sources. Among the most well-known of these are fellowships offered through the Guggenheim Foundation, the American Council of Learned Societies, the National Endowment of the Humanities, National Endowment for the Arts, the Institute of International Education (Fulbright), the Radcliffe Institute for Advanced Study, as well as others.

Many fellowship opportunities offer salary support that is less than the faculty member's normal Stony Brook University salary and benefits for an equivalent period of time. Organizations that offer these fellowships are under no obligation to match the normal university-based salary and benefits of fellowship holders, and neither Stony Brook University nor the College of Arts & Sciences is obligated to provide the salary that would fill the "salary gap" for a faculty member who is not undertaking normal teaching and service obligations.

Faculty seeking fellowship opportunities that offer salary support falling substantially short of their normal salary should apply for these fellowships to coincide with their normal sabbatical eligibility or seek multiple fellowship opportunities that might be combined. Faculty who are awarded fellowships of \$30,000 or more from prestigious granting institutions, e.g. the Guggenheim Foundation, NEH, Fulbright Foundation, etc., and where it is stipulated by those institutions that the faculty member be released from teaching for a semester or one year, may apply to the Dean of the College of Arts and Sciences for "top-up" salary funding that will fill the gap between the fellowship salary and the portion of the full-time equivalent salary the faculty member would earn if fulfilling regular full-time duties under the following limited circumstances:

1. The purpose of the fellowship should be clearly designed to allow the faculty member to make significant advances on an identifiable research project or to develop new skills or new knowledge directly relevant to the faculty member's research agenda or teaching plans or to engage in course or curriculum development.
2. In the case of fellowships aimed at supporting research, the faculty member should be demonstrably research active and, in particular, the most recent sabbatical or research leave of absence should have resulted in publications or other significant scholarly contributions.
3. A faculty member may receive only one salary supplement for fellowship salary gap support in between sabbaticals (or Junior Research Assignment). Proposals will have less priority if the faculty member is in a field in which one can be expected to seek salary support through federally funded research grants.
4. Salary gap support will be limited to nationally-or internationally visible, prestigious and competitive fellowships.
5. Salary gap support is designed to assist faculty in taking up fellowships designed to contribute materially toward their progress in research and teaching. It is not intended to supplement consultancies or temporary jobs for which the primary activity is not manifestly research or development of capacity in research or teaching.

Under normal circumstances, fellowship salary gap support will be limited in the following ways:

1. Regardless of the duration of this fellowship, the total salary to be earned while on fellowship from state plus other sources should normally not exceed the faculty member's full basic annual salary rate.
2. For fellowships combined with a sabbatical semester: Fellowship salary gap support may be sought in combination with a fellowship and sabbatical leave. If a faculty person chooses to combine a fellowship with a sabbatical, then the successful fellowship funding taken prior to the sabbatical leave will constitute a "leave between sabbaticals."
3. For fellowships not taken to extend the sabbatical leave:
 - a. For a fellowship with a stated duration of less than a semester (for example, one month), the College will consider salary gap funding only for the period of the fellowship.
 - b. The College of Arts & Sciences will consider requests to supplement a one-semester fellowship up to 50% of that semester's pay.
 - c. For a two semester fellowship, the College of Arts & Sciences will consider the following:
 - For Full Professors: supplement for up to 40% of the nine-month salary
 - For Associate Professors: supplement for up to 50% of the nine-month salary
 - For Assistant Professors: supplement up to 25% of the nine-month salary for two semesters in addition to a semester of Junior Research Assignment.
4. Assistant Professors will be considered for supplementation beyond the semester of Junior Research Assignment, if they receive two or more fellowships that each meet the \$30,000 criterion.
5. SBU Humanities Institute Fellowships and ALHSS Fellowships are considered a "leave between sabbaticals".

All proposals for fellowship salary gap support should be submitted to department chairs as part of the regular yearly process. Specifically, faculty should make proposals to their chair regarding FTE reductions, leave of absence, research leave or sabbatical prior to the standard College of Arts and Sciences deadline of October 8 of the academic year preceding the proposed leave year. The salary gap proposal should provide full details needed for consideration within the terms of this policy: an explanation of the fellowship, its terms, the goals of taking the fellowship, the financial request, and any other relevant information.¹

¹ 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.

Those accepting CAS salary gap support must agree to return to full-time service for at least one year following the conclusion of the leave period. This is consistent with University policy on paid sabbatical leave.

If the faculty member's application for external funding is successful, those funds will be placed in the Dean's pool used to help defray the costs of replacement instructors in departments that cannot cover teaching releases internally.