

The following policy is designed to encourage faculty to obtain competitive fellowships that raise the university's profile and provide additional support for research and teaching.

1. Faculty may apply for a Competitive Fellowship Leave if they receive a fellowship that meets both of the following criteria: (a) the award is granted for research for at least one semester by a recognized institution or organization, with selection determined through a national or international competition; (b) the award provides the fellowship holder with a monetary stipend (exclusive of funds to cover specific expenses, such as moving) that is no less than the cost of paying instructors to teach the faculty member's courses for the duration of the fellowship.

2. Faculty must notify their department chairs before applying for a qualifying fellowship.

3. Applications for a Competitive Fellowship Leave are submitted to department chairs on the designated application form as soon as possible after faculty receive award notifications, but no later than 1 May in the academic year preceding the fellowship. Applications approved by department chairs are submitted by the chairs to their deans, and those approved by deans are submitted to the provost, who has the final approval of all applications.

4. Faculty whose applications for a Competitive Fellowship Leave are successful continue to receive their regular salary and benefits during the semester or year of their fellowship leave. The monetary stipend supplied by their fellowship is paid directly to NJIT by the fellowship-granting institution or organization at the request of the fellowship holder.

5. Funds from fellowship stipends pay for instructional replacement, including fringe benefit costs, if any. At the discretion of the appropriate dean, remaining funds from fellowship stipends are normally used to support additional research by the fellowship-holder, as well as other research or teaching activities in the fellowship-holder's department or college.

6. Faculty members who take Competitive Fellowship Leaves are expected to resume their regular duties in the year following their leaves.

7. The period of Competitive Fellowship Leave counts toward a faculty member's eligibility for consideration for a subsequent Sabbatical Leave. However, faculty members will normally not be permitted to take a Competitive Fellowship Leave and a Sabbatical Leave in two successive years.

COMPETITIVE FELLOWSHIP LEAVE APPLICATION

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ College: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Office Telephone: \_\_\_\_\_

Name of Fellowship/Funding Agency: \_\_\_\_\_  
(Please attach a copy of the award letter.)

Amount of Fellowship Stipend: \_\_\_\_\_

Period of Leave Requested: From \_\_\_\_\_ To \_\_\_\_\_

Title of Research Proposal: \_\_\_\_\_

Please Explain the Purpose of Your Request for a Competitive Fellowship Leave:

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If the Fellowship Stipend Exceeds the Minimum Amount Necessary for Payment of Replacement Instructors, Please Indicate How You Would Use Supplementary Research Funds:

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Approval of Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Provost: \_\_\_\_\_ Date: \_\_\_\_\_