

Saint Louis University
College of Arts and Sciences
Faculty Fellowship Leave Policy

Purpose

The College of Arts and Sciences supports faculty participation in external fellowships that advance scholarship, enhance professional visibility, and contribute to Saint Louis University's research mission. However, approval of such leaves must balance faculty research opportunities with the College's responsibility to maintain instructional capacity, service obligations, and fiscal stewardship. Because fellowship leaves typically remove a faculty member from teaching and service responsibilities for one or more academic terms, this policy establishes expectations regarding salary support and the coverage of instructional responsibilities during the leave period.

Eligibility

Faculty members may accept externally funded fellowships that require residence or sustained participation at another institution, research center, archive, laboratory, field site, or similar scholarly venue.

Fellowship leaves may be approved for up to two consecutive academic semesters, subject to approval by the department chair, Dean, Provost, and any other required University offices.

Fellowship Leave Responsibilities

During the fellowship period, the faculty member's professional effort is expected to be devoted fully to the activities required by the fellowship. The faculty member will be relieved of regular teaching, administrative, and service obligations for the duration of the approved leave unless otherwise specified in writing.

Salary Recovery

Many fellowship sponsors provide funds to reimburse the University for a portion of the faculty member's salary during the leave period. When such reimbursement is available, the faculty member will continue to receive their full contractual salary from Saint Louis University, and fellowship funds received by the University will be treated as salary recovery.

Salary recovery funds will be retained by the College and may be used to offset instructional replacement costs, support other personnel expenses, or address other strategic academic needs.

Coverage of Instructional Responsibilities

A. Fellowships Providing Salary Recovery

When fellowship funds provide salary recovery to the University, the College may use recovered funds to support replacement instructional costs, including adjunct faculty

appointments or other instructional arrangements deemed appropriate by the department and Dean. Single course buyouts require at least 12.5% salary recovery.

Departments should work with the Dean's Office to develop a plan for covering courses and other essential responsibilities during the leave period.

B. Fellowships Providing No Salary Recovery

Some fellowship programs either:

- Pay fellowship funding directly to the faculty member rather than the University;
- Restrict fellowship funds to living expenses, travel, or other costs associated with residence at the fellowship site; or
- Otherwise provide no mechanism for salary reimbursement to the University.

In such cases, the University continues to pay the faculty member's full contractual salary while receiving no salary recovery from the fellowship sponsor.

Because the College incurs the full salary cost during the leave while also losing the faculty member's teaching and service contributions, departments seeking approval for such leaves must demonstrate in advance that instructional responsibilities can be covered at no additional cost to the College.

Acceptable coverage strategies may include:

- Reassignment of courses among existing full-time faculty.
- Adjustment of teaching schedules across semesters.
- Use of departmental resources to fund any necessary adjunct instruction.
- Other cost-neutral instructional arrangements approved by the Dean.

College funds will not be provided to support adjunct replacements or other instructional costs associated with fellowship leaves that generate no salary recovery.

Departmental Leave Plan Requirement

As part of the leave request, the department chair must submit a written coverage plan that identifies:

1. Courses requiring coverage during the leave period.
2. The method by which each course will be covered.
3. Any anticipated replacement costs.
4. The source of funds for those costs, if applicable.

For fellowship leaves that do not generate salary recovery, approval will ordinarily be contingent upon confirmation that the instructional plan can be implemented without additional College expenditures.

Summary of College and Department Responsibilities

Fellowship Funding Structure	College Approach	Department Requirement
Salary recovery paid to SLU	CAS may use recovered funds to offset instructional replacement costs or other personnel needs.	Department submits a coverage plan in consultation with the Dean's Office.
No salary recovery to SLU	CAS will not provide additional funds for adjunct replacement or related instructional costs.	Department must provide a cost-neutral coverage plan, reassign courses, adjust schedules, or fund replacement instruction from departmental resources.

Final Approval

Approval of a fellowship leave is contingent upon:

- Awarding of the fellowship by the sponsoring organization.
- Approval through established University leave procedures.
- Submission and approval of an instructional coverage plan.
- Compliance with any financial requirements outlined in this policy or by the University.

The Dean reserves the right to deny or modify leave requests if adequate instructional coverage cannot be arranged or if the financial impact on the College is deemed excessive.