



Policy title: SBS PRESTIGIOUS FELLOWSHIPS AND AWARDS

Last revised January 15, 2025

PURPOSE/INTENT

This policy clarifies eligibility, requirements, and processes that enable faculty to accept prestigious external fellowships or awards that require a period of leave from regular University duties.

UNIVERSITY OF ARIZONA POLICY

Prestigious fellowships and awards: [Per UHAP 8.03.03 on Externally Supported Research Assignments](#), the University may provide up to a maximum of 50% of the normal full salary to enable appointed personnel to accept prestigious external fellowships or awards for research or creative activity that do not provide the recipient's normal full salary. Such leaves require approval by the unit Head/Director, Dean, and Provost. Recipients must return to the University following the leave for a period of further service equal to the length of the leave. The timing of sabbatical leaves is not affected by externally supported research assignments.

Non-prestigious fellowships and awards. Research activities requiring a leave from regular University duties that do not qualify for prestigious fellowships or awards are treated as leaves of absence without pay, per [UHAP 8.04.01](#).

COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES POLICY

Determination of prestigious award status. Prestigious awards warranting an externally supported research assignment are typically nationally or internationally competitive, recognized in a scholarly field or fields, and provide salary or a stipend. SBS Deans maintain a (non-exhaustive) list of fellowships and awards that the Dean has designated prestigious. For awards not on this list, SBS looks to Unit Heads and Directors to advise the Dean on whether specific fellowships, awards, and other leave opportunities conform to the intent of the UHAP **Externally Supported Research Assignment (ESRA)** policy, which is primarily to increase the number of truly prestigious awards obtained by faculty.

Eligibility. Tenured, tenure-eligible, continuing status, and continuing-status eligible faculty with 1.0 FTE appointments in SBS are eligible for prestigious award leave to support advancement of research. Faculty with joint appointments in SBS and another college will only be eligible for SBS funding on that proportion of their salary budgeted within SBS. Career-track faculty eligibility and financial support will be determined case by case, depending on alignment of the opportunity with the faculty member's position and contract. CT faculty should consult with their head/director and the Associate Dean for Faculty Affairs regarding eligibility.

Timing. The timing of the proposed leave must be congruent with departmental teaching and service needs. Faculty should consult with their head/director about the feasibility of their proposed timeline prior to applying. Leaves of more than two semesters in duration will not routinely be approved or supported with matching funds, although exceptions may be possible with strong justification.

Notification and Approval Process

Faculty must request pre-approval for an externally supported research assignment *prior to applying* for the anticipated fellowship or award. Other internal processes and approvals are required for proposals where funds would be routed through the University (required when sponsor allows). Notify your head/director, business center, and SBSRI of your intent to apply *at least 20 days* prior to the application deadline, per the [SBS proposal submission process and timeline](#).

Pre-approval is documented via the [SBS Prestigious Award Pre-Approval Form](#), which should be signed by the faculty member, business manager, unit Head/Director, and Dean's Designee (Associate Dean for Research or Associate Dean

for Faculty Affairs). Faculty should work with their business managers to complete the financial terms component of the form. Begin routing the completed form for signatures *at least* 15 business days prior to the application deadline to allow time for review.

Should the application be successful, the award notification will be reviewed for terms and conditions, and the head/director and dean will send a letter of request to the Provost for final approval.

Financial Terms

The maximum amount SBS permits in UA salary for the period in which faculty undertake an ESRA is 50% (including base institutional salary and benefits). If the ESRA is coterminous with a full-year sabbatical, the maximum UA salary support is 80%. For faculty on academic year contracts, fellowship support in summer months is not counted toward the sponsor contribution to the academic year salary.

SBS and external funding support may not be combined to top off the academic year salary. In cases where the external support is more than 50% of the usual salary, SBS will make up the difference. When the external support is less than 50% of the usual salary, SBS will fund 50%, and an FTE reduction will be required to reflect the reduced total salary.

Faculty are required to route the award funds through the University if the sponsor allows it. In cases where the sponsor requires direct payment to the individual, the faculty salary and FTE will be reduced to .50, the minimum required to maintain benefits eligibility.

Faculty should work with their business managers to review the financial aspects of the prestigious leave.

The dean's office will consult with departmental leadership to assess and support any needed teaching backfill.