

Approval Date: Summer 2019

CSSH Pilot Program to Support External Fellowships (aka “Top-Up Policy”)

The Dean’s Office of CSSH has decided to run a two-year pilot program to provide generous financial support to faculty who obtain awards from external sources by means of “top-ups” that make up the difference between the full-time salary and the amount provided by the award. The objective of the policy is to provide an incentive for faculty to apply for prestigious fellowships which allow them to dedicate themselves full-time to research for an extended period of time (usually one academic year).

In order to receive a top-up faculty must inform at the time of application:

- 1) their Department Chair and
- 2) the Dean’s Office by completing a brief online form <https://cssh.northeastern.edu/cssh-intent-to-submit-form>

Once the Dean’s Office is notified, and after consulting with the Department Chair, the Associate Dean of Research will write a memorandum specifying the College’s obligations to the applicant and to the department if the fellowship is awarded.

If these conditions are met, the Dean’s office will provide a salary supplement for an external fellowship with the following limitations and provisos:

- The College will provide supplemental salary funding only up to the total value of the fellowship award. Thus, in order to maintain a full salary, the amount of the fellowship must equal at least one half of the recipient’s salary for the period of leave being requested (normally one academic year; for shorter periods, use prorated salary). For example, if the faculty’s salary is \$100,000, a fellowship award of \$50,000 or higher is eligible for top-up to full salary and benefits.
- Given the prestige of the following eight fellowships, even in cases the award amount is less than 50% of the faculty’s salary, the college will top up to full salary and benefits.

American Academy of Arts and Sciences Visiting Scholar
American Association of University Women Postdoctoral Fellowship
American Council of Learned Societies Individual Fellowships
Ford Foundation Postdoctoral Fellowship
Guggenheim Fellowship
National Endowment for Humanities
National Humanities Center
Radcliffe Institute for Advanced Study

- Faculty should not generally expect to receive supplementary salary support for a fellowship more than once every three years. A faculty member's absence from campus more often than one year in three would limit his/her ability to contribute to the university's teaching mission, to interact with colleagues, to assist with the service obligations of the faculty, and in general to return the intellectual fruits of the leave to the University. In other words, if a yearlong fellowship is taken, the faculty must return for two full years before they would be eligible to accept another fellowship funded leave.
- Faculty who are paid directly by fellowship agency do not receive Northeastern's contributions to retirement savings for the portion of the salary covered by the award. Faculty do receive Northeastern's contributions to retirement savings on their full salary if the fellowship is run through ORAF and Northeastern's payroll.

Important: The online form for the Dean's Office must be submitted even if the agency accepts applications directly. If a faculty member receives a fellowship without first completing this form the College will be under no obligation to support the award in any way. Given the competitive nature of fellowship awards, even unsuccessful applications will be looked on favorably by Units and the Dean's Office, and considered part of faculty's scholarly production.

Faculty are also encouraged to apply for grants, including those that can be used to pay for course-buy outs, according to CSSH's grant policy. See Appendix A.

Appendix A
Externally Funded Research in the College of Social Studies and Humanities

The College of Social Science and Humanities provides a wide array of support to faculty and graduate students who are seeking external support for their research. The following summarizes the course buy out policy developed by the Dean’s Office. All of these initiatives will be reviewed annually and may be altered to improve their effectiveness.

Course Buy-out Policy

The College of Social Science and Humanities provides a course buyout policy that encourages faculty to buy out of one or two courses but discourages buying out of all teaching responsibilities. We believe that in most cases faculty should be teaching at some point during each academic year. Toward that end the college’s course buy-out policy for research active faculty with a four-course load is:

First Course Buy-out	10% of annual base salary*
Second Course Buy-out	15% of annual base salary*
Third Course Buy-out	25% of annual base salary*
Fourth Course Buy-out	30% of annual base salary*

*All these amounts must include fringe benefits

For faculty with a reduced teaching load (e.g. course release for service) the buy-out will begin with the faculty’s current course load. For example if a faculty member has one course release for service (or other reasons) they would buy out their first course at 15% and second course at 25%

Couse buy outs are intended to support faculty research. All course releases must be paid for from external funds provided by research grants or externally funded fellowships. Faculty members may not buy out of courses with personal funds.

All faculty requests for course releases must be approved in advance by the Dean’s office and multiple course releases over consecutive years are discouraged.

Faculty members who receive multi-year career grants that provide for multiple course releases (2 or more per year) will return to the College a proportion of their annual salary that is equivalent to the level of commitment on the career grants. For example, if a faculty member receives a career grant that covers 75% of their annual salary, that faculty member will return 75% of their annual salary to the College for each year of the career grant.