

## **UMass Boston**

### **Salary Top-up Policy**

The objective of the policy is to provide an incentive for tenure-line faculty to apply for extramural fellowships by ensuring that additional salary funds are made available when the fellowship award does not cover the full salary. Faculty should consider taking advantage of the many opportunities for research and postdoctoral training support available through foundations, government, nonprofit organizations, universities, and other sources. Many fellowship opportunities offer salary support that is less than the faculty member's normal salary for an equivalent period of time. If the award is less than 50% of the faculty member's 9-month salary, the faculty person will be encouraged to seek multiple fellowship opportunities that might be combined or alternative sources of funding to supplement the award. Alternatively, faculty should apply for these fellowships to coincide with their normal sabbatical eligibility.

Faculty may apply to the Provost's "top-up" salary funding that will fill up to 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, develop new skills or new knowledge directly relevant to the faculty member's research agenda or teaching plans, to make significant contributions to academic or community organizations based on the faculty member's area of expertise, 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.
3. Priority will be given to prestigious and competitive fellowships that are nationally- or internationally-visible. A representative, non-exhaustive fellowship list is enclosed below. Fellowships not on this list may be submitted for review by an ad hoc college-level committee with relevant disciplinary expertise.
4. Proposals for fellowship salary gap support will have less priority if the faculty member has received salary gap support in the past three years or if the faculty member is in a field in which one can be expected to seek salary support through research grants.
5. Salary gap support is designed to assist faculty in accepting 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. The sum of regular academic salary, fellowship salary, research grant salary support and fellowship salary gap support cannot total more than the full-time equivalent academic-year base salary.
2. For fellowships taken in conjunction with a sabbatical:
  - 2.1. For year-long fellowships taken in conjunction with a semester-long sabbatical, salary gap funding may be sought for up to 25% of the academic-year salary.
  - 2.2. For year-long fellowships taken in conjunction with a year-long sabbatical, salary gap

- funding may be sought for up to 50% of the academic-year salary.
- 2.3. The need for salary gap support must be explicitly identified in the sabbatical application.
  3. For fellowships not taken in conjunction with a sabbatical:
    - 3.1. For a fellowship with a stated duration of less than a semester (for example, one month), the Provost will consider salary gap funding only for the period of the fellowship.
    - 3.2. For a fellowship with a duration of one semester the Provost will consider salary gap funding of up to 25% of the academic-year base salary.
    - 3.3. For a fellowship with a duration of one academic or calendar year the Provost will consider salary gap funding of up to 50% of the academic-year base salary.
    - 3.4. Funding requests for fellowship salary gap support not taken in conjunction with a sabbatical must be submitted through the appropriate Dean's Office to the Provost by March 15 of the prior fiscal year.
  4. Funding will be contingent on availability of funds in any given fiscal year.

**Note:** The suggested limits allow for the top-up funds to be entirely derived from the university's salary savings with sufficient head room to allow for any costs associated with replacement hires.

Any award funding received that is in excess of these base expenses would be considered income. Thus, the amount needed to top up a faculty salary will be calculated by subtracting the award stipend income from the base salary for the period of the proposed leave.

As noted above, proposals for fellowship salary gap support must be included as part of a proposal for leave of absence or sabbatical. 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.

University policy allows leaves to be authorized for no more than one year at a time and expects faculty to be in residence for at least two years of full-time service between leaves of any kind. To receive top-up funds, faculty must inform their chairs as soon as they receive the award(s) and forward a copy/ies of the award letter(s) to the chair. The chair must forward a copy/ies of the award letter(s) to the relevant divisional dean who in turn informs the Provost.

If an external award does not cover fringe benefits, faculty members are strongly encouraged to receive this award as a direct payment. If a faculty member opts to receive payment through University payroll rather than directly from the funding agency on an award that does not cover fringe, the cost of fringe expenses will be deducted from the award, effectively reducing the award amount by about a third (the fringe rate changes from year to year).

Faculty who are paid directly by a fellowship or grant agency do not receive contributions to retirement savings for the portion of salary covered by the award. However, faculty will continue to receive fringe benefits, including medical benefits, since they will be on a leave at partial salary (either a paid University leave paired with the award, and/or the top up); premiums will be paid from the portion of the salary.

Faculty accepting 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 aligned with University policy on paid sabbatical policy. Any leaves with full or partial pay will require a signed agreement that the

faculty member will return to the University after the completion of the leave. The faculty member must agree to reimburse the University for all pay received during the leave of absence if they leave employment prior to the completion of one additional year on the faculty.

## List of Priority Fellowships

- American Academy of Arts and Sciences Visiting Scholar Program
- American Council of Learned Societies Individual Fellowships
- Andrew W. Mellon Foundation New Direction Fellowship
- Center for Advanced Study in the Behavioral Sciences (Stanford)
- Folger Institute Long Term Research Fellowship
- Getty Foundation Residential Grants
- Guggenheim Fellowship
- Hoover Institute Fellowship
- Humboldt Fellowship
- Huntington Library
- Institute for Advanced Study
- Institute for International Education (Fulbright Open Study/Research Awards)
- Katz Center for Advanced Judaic Studies (U Penn)
- Library of Congress
- Max Planck Institutes
- National Endowment for Humanities
- National Humanities Center
- New York Public Library Cullman Center
- Russell Sage Visiting Scholars Program
- Social Science Research Council
- Stanford Humanities Center
- Woodrow Wilson Foundation-Career Enhancement Fellowships for Junior Faculty