

## **Faculty Senate**

### **Benefits Committee Voting Item:**

### **Faculty Handbook Change; Summer Fellowship**

5-APR-2017, MOZ

#### **Background**

The Summer Fellowship Award is one of three Faculty Development Programs available to support faculty at NKU. It provides funds to support a faculty member's professional development during the summer months. The Faculty Handbook specifies clearly that recipients of the award on a fiscal year contract receive 100 percent reassigned time for two months during the summer. For recipients on academic year contracts, the Handbook specifies that the fellowship starts on the Monday following spring commencement but does not otherwise define the duration of the fellowship.

Without a clearly defined duration of the fellowship for faculty on academic year contracts, one may reasonably interpret that the term extends over the entire summer, which is roughly 5 weeks longer than the well-defined two-month term for faculty on fiscal year contracts. Such an interpretation would lead to a sizeable imbalance in expectations for faculty on fiscal year versus academic year contracts.

The question of fellowship duration is especially important in the context of one of the award conditions: that recipients may not perform paid duties, including teaching, during the term of the fellowship. For faculty on academic year contracts, two-months versus two-months-plus-5-weeks makes a large difference. For example, the two-month-plus-5-week interpretation would make faculty who teach a 3-week May intersession course ineligible for a summer fellowship. There are some study-abroad and study-away courses that only are offered during this time frame, and it arguably is unfair to ask faculty to make a choice between applying for a summer fellowship and leading an intersession course that students likely would not otherwise have an opportunity to take without the faculty member's participation.

#### **Recommendation**

In order to address the potential imbalance (depending on interpretation) in duration of fellowships for faculty on academic year versus fiscal year contract and to allow faculty members on academic year contract limited opportunity for additional paid duties during the summer, The Faculty Senate Benefits Committee recommends some modifications to sections 11.2.3-11.2.6 of the Faculty Handbook.

The most substantial change is the addition of a section to define clearly that the term of the Summer Fellowship is two months and not the whole summer. The main purpose is to establish the time-window during which faculty may not receive pay for teaching or other university duties. To accommodate this change, subsequent sections will need to be renumbered and currently numbered section 11.2.6, which specifies the start of the fellowship, will be removed.

An additional change to the Handbook is recommended to currently-numbered section 11.2.4 in order to allow recipients on academic year contracts to receive small stipends for very limited and isolated participation in service activities such as summer orientation/advising events or 2- to 3-hour contributions to a summer camp or two.



Lastly, a change to previously numbered section 11.2.3 is needed to include the explanation of pay for recipients on academic year contracts, which currently is located in the to-be-removed section 11.2.6.

Specific changes to the relevant sections of the Faculty Handbook (11.2.3-11.2.6) are shown below with additions underlined in red and relocated text in blue italics.

**11.2.3. TERM OF THE FELLOWSHIP**

The duration of the summer fellowship is two months, usually between June 1 and July 31. The time window may be shifted so that it starts as early as the Monday following spring commencement or ends as late as two Fridays before the start of fall classes.

**11.2.34. STIPEND OR REASSIGNED TIME**

All recipients on an academic-year contract will receive the same stipend in a given summer. Each year the provost, after consultation with the Faculty Benefits Committee, will announce the exact amount of the stipend for faculty summer fellowships prior to the application deadline.

*Recipients on academic year contracts will receive 90 percent of their stipends near the beginning of the term of the fellowship, normally during the first week in June. The remainder of the stipend will be paid only after the reporting requirements have been completed.*

All recipients who are on a fiscal-year contract will receive 100 percent reassigned time for two months during the summer of the fellowship in addition to accrued vacation time. They shall continue to receive their regular salary during this reassigned time.

**11.2.45. CONDITIONS**

Faculty summer fellowships are not awarded to enable faculty to complete degree requirements.

*Recipients of faculty summer fellowships will not teach any summer courses or perform any other paid duties for the University during the term of the fellowship. Exception: a recipient on academic year contract may take part in isolated service activities for which he/she receives a small stipend such as assisting with summer advising sessions or contributing a few hours to a summer camp provided that the recipient extends the duration of the fellowship by one day for each extra service activity and receives confirmation in advance from the chair of the Benefits Committee.*

Recipients of faculty summer fellowships must agree to return to the University for a minimum of one academic year following the fellowship or to repay the University the full amount of the fellowship stipend.

*Recipients of faculty summer fellowships must comply with the University's outside-activity guidelines during the term of the fellowship.*

In addition to the fellowship-reassigned time, a recipient on a fiscal-year contract is entitled to one month of vacation between mid-May and mid-August.

If, between the awarding of a fellowship and the funding or beginning of the fellowship, intervening circumstances prevent the recipient from fulfilling the terms of the fellowship or the University from funding the fellowship, the University is not obligated to fund the fellowship.



### **11.2.56. REPORTING**

No later than September 1, the faculty member shall submit a report summarizing what she/he accomplished on the faculty summer fellowship to the Office of the Provost. The report should consist of an approximately 250-word abstract outlining the major accomplishments, a one to two page extended overview of the fellowship and a photo of the faculty member or of their work appropriate for publication. The Office of the Provost will disseminate to the department chair (or other appropriate supervisor), to the dean of the faculty member's college, and to the chair of the Faculty Benefits Committee. A copy of the report will be placed in the faculty member's personnel file maintained in the Office of the Provost.

### **11.2.6. BEGINNING OF FELLOWSHIP**

The beginning date for faculty summer fellowships is the Monday following spring commencement for recipients on academic year contracts. Recipients on academic year contracts will receive 90 percent of their stipends at the beginning of the summer sessions. (Note: Stipends are normally made available during the first week of June.) The remainder will not be paid until after the provost receives the final report, which should be no later than September 1.

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