COMPETITIVE FELLOWSHIP LEAVE PROGRAM GUIDELINES: 2026-2027

The Competitive Fellowship Leave Program Guidelines are for faculty members in the AAUP-AFT negotiations unit but does not apply to faculty members formerly represented by the AAUP-BHSNJ ("Legacy BHSNJ Faculty Members"). Information about leaves for Legacy BHSNJ Faculty Members is available on the RBHS Faculty Affairs website at the following URL: https://facultyaffairs.rbhs.rutgers.edu/faculty-resources/faculty-leaves-of-absence/

These guidelines outline the procedures of the University's Competitive Fellowship Leave program, which allows eligible faculty members the opportunity to take advantage of fellowship offers made through several prestigious and highly competitive national or international programs, e.g. Fulbright, Guggenheim, Mellon, Social Science Research Council, American Council of Learned Societies, without major financial detriment.

Six principles guide the Competitive Fellowship Leave procedures:

1. It is in the interest of the University that its faculty seek and accept competitive fellowship awards; hence, every effort should be made administratively to permit faculty members so honored to accept competitive awards.

2. Faculty members should ordinarily not be called upon to make major financial sacrifices in order to accept competitive fellowships; hence, every effort should be made to maintain faculty members' total income during the period of their fellowships at or near their scheduled salaries at Rutgers.

3. In order to maintain the integrity of the overall academic programs of the home departments of faculty members receiving competitive fellowship leaves, the campus chancellors, and in New Brunswick the academic deans, acting in cooperation with chairs, deans or academic directors as appropriate, as well as the recipients of leaves, will allocate resources available to their campuses and units as a result of fellowship awards, with special attention to appropriate and adequate replacement of instructional responsibilities, including supervision of graduate students. It is the intent of this principle to provide maximum flexibility to campus chancellors, and in New Brunswick the academic deans, in dealing with individual cases, but as a general principle, such arrangements will not involve the infusion of new salary dollars into the budgets of the home departments of faculty members receiving competitive fellowship leaves.

4. The length of a continuous leave of absence from the University for any and all reasons and on the basis of any and all combinations of leave programs is ordinarily limited to two successive academic years. It is expected that faculty members granted Competitive Fellowship Leaves will resume their duties at the University upon their return for not less than the period of their leaves.

5. The period of the leave from the University for Competitive Fellowship Leave will be counted toward the faculty member's eligibility for consideration for the Sabbatical Leave Program in subsequent years.

6. To minimize a faculty member's tax liability while on a competitive fellowship leave, he/she should select to have the competitive fellowship award paid directly to the University. If the awarding agency requires a faculty member to have the award paid directly to him/her rather than the University (i.e. the "payroll deduction method"), the faculty member should contact Catherine Allen at 848-445-2281 or catallen@payroll.rutgers.edu.

Accordingly, the following procedures have been devised:

A. Faculty members who are selected on the basis of national or international competition for a fellowship awarded by a recognized organization may request *Competitive Fellowship Leave* from the University. On the Camden and Newark campuses, a faculty member's request must be approved by the individual's department chair, dean or academic director, and Chancellor, who has final approval

of CFL applications on those campuses. In New Brunswick, individual requests must be approved by the faculty member's department chair, academic director if appropriate, and academic dean. Academic deans have final approval of CFL applications in New Brunswick units. All requests will be subject to the University's fiscal situation in any given year.

B. The recipients of fellowship leaves will be placed on leave with salary in order to preserve their full benefits package. The fellowship stipend, or a portion thereof, must provide for instructional replacement, including actual fringe benefit costs, as determined by the chancellor or dean in consultation with the appropriate chair and, if necessary, dean or academic director. At the option of the chancellor or dean, some or all of the difference between the stipend and the instructional replacement costs or equivalent expenses may be made available as a research account to meet demonstrated expenses of the awardee in connection with the fellowship.
Example: Prof. Y receives a Guggenheim with a stipend of $70,000. It is determined that $66,648 is needed by the department to provide for a replacement and/or a department research resource. In this case, Prof. Y may retain, as determined by the chancellor or dean, a portion of the stipend for extraordinary research support of up to $3,352.

C. As a general principle, the minimum amount that the faculty member must make available from the stipend in order to provide for a replacement or equivalent educational resource will be equal to the value assigned to a coadjutant or a Lecturer line; the current minimum value for a Lecturer line in 2026-2027 is $66,648.

D. Requests for Competitive Fellowship Leave for AY 2026-2027 are to be prepared using the *Competitive Fellowship Leave Replacement (CFLR) Agreement and Authorization Form* available in the Offices of the Chancellors, Deans, and Academic Directors. Completed forms are to be forwarded through the appropriate officers (department chair, dean, or academic director) with the necessary endorsements, to be received by the chancellor, in Camden and Newark, or by the academic dean, in New Brunswick, as soon as possible, but **no later than May 1, 2026.**

Questions concerning the CFL program may be addressed to the following:

Camden Faculty:	Dallas Grundy, Sr. Vice Chancellor	grundy@camden.rutgers.edu
	Sandra Richtermeyer, Executive Vice Chancellor and Provost	sandra.richtermeyer@rutgers.edu
Newark Faculty:	Ana Rivas, Administrative Coordinator	ar1318@rutgers.edu
New Brunswick Faculty:	Academic Dean or Vice President for University Libraries and University Librarian	
University Controller:	**For cases involving payment of the award to the University**	
	Raina Patel, Accounting Manager II	rhp69@finance.rutgers.edu
	For cases involving payment of the award to the faculty member	
	Catherine Allen, Accounting Specialist	catallen@payroll.rutgers.edu
	Ann Marie Lane, Payroll Manager	al1709@finance.rutgers.edu

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COMPETITIVE FELLOWSHIP LEAVE REPLACEMENT (CFLR)

INSTRUCTIONS FOR COMPLETING AGREEMENT AND AUTHORIZATION FORM

a. Requestor completes Section A. (Please attach a copy of the award letter/s.) Requestor obtains Chair's endorsement in Section A.

b. Requestor and, if appropriate, Director and Dean complete Section B.

c. Requestor or, if appropriate, Director/Dean forwards CFLR Form to Chancellor or Dean for endorsement in Section C.

d. Chancellor or Dean forwards CFLR Form to Catherine Allen , Accounting Specialist, 33 Knightsbridge Road, Room B112, Piscataway, NJ or catallen@payroll.rutgers.edu for completion of Section D.

e. Payroll Services will confirm fiscal arrangements in a "broadcast letter" and will forward copies and attachments of this letter to the following distribution:

1. Chancellor or Dean
2. Requestor
3. University Controller

PROCESSING OF COMPETITIVE FELLOWSHIP LEAVE:

f. To implement the Competitive Fellowship Leave, the Department Chair forwards the approved CFLR Form to the Dean and/or Director as appropriate. In Camden and Newark, the Dean/Director forwards the form to the Chancellor. In New Brunswick, the form is forwarded directly to the Dean of the academic unit. The Chancellors and New Brunswick Deans authorize the form and forward a copy to the department to notify them of the approval. **To effectuate a Paid Leave of Absence, the department must complete the electronic request under the category of Leave Administration within the OneSource self-service portal and attach the required documentation at least four weeks before the commencement of the Competitive Fellowship Leave.** The OneSource leave administration team will process the request and will forward the required form(s) to the Office of Payroll Services.