

# COMPETITIVE FELLOWSHIP LEAVE (CFL) PROGRAM 2023-2024

## School of Arts and Sciences Overview of CFL Program and Explanation of Forms:

The Competitive Fellowship Leave program 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. The application deadline is as soon as possible but not later than May 1, 2023.

1. It is in the interest of the University that its faculty seeks and accepts competitive fellowship awards; hence, every effort should be made administratively to permit faculty members to accept CFL's.
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. 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. With permission, a third year may be possibly granted. 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. The period of leave from the University for the CFL will be counted towards the faculty member's eligibility for consideration for the Sabbatical Leave Program.
4. **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 candidate chooses to have the award paid directly to him or her, there are significant tax consequences and all candidates should be strongly advised to seek a tax specialist's advice. With the latter scenario, payroll deductions are set up for the candidate through Payroll.

## PROCEDURES:

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. Example: Prof. Y receives a Guggenheim with a stipend of \$50,000. It is determined that \$46,392 is needed by the department to provide for a replacement and/or a department research resource. For a one semester CFL, the replacement cost would be \$23,196.

**The School of Arts and Sciences handles CFL's slightly different. The CFL application must be approved by the candidate's Department Chair and Division Dean.** Candidates can also apply for the School of Arts and Sciences CFL Supplemental Research funds form, which the Department Chair and Division Dean can approve or deny. **The SAS Direct Payment Form must be attached to the application.**

## EXPLANATION OF THE COMPETITIVE LEAVE FELLOWSHIP FORMS (3 page form attached):

1. Candidate fills out Section A and Section B on the University CFL Replacement Agreement and Authorization Form. The Department Chair must sign and endorse the application.
2. Section C **DOES NOT** need to be filled out; instead the candidate attaches the **SAS Direct Payment form signed by the Chair and the Area Dean.** The candidate **may also attach the SAS Request for Additional Funds signed and authorized by the Chair and Division Dean.**
3. Section D needs to be filled out if the host institution is unwilling to pay Rutgers directly and therefore this section allows for payroll deductions to be put in place for the candidate.
4. All materials are sent to Human Resources - Academics ([humanresources@sas.rutgers.edu](mailto:humanresources@sas.rutgers.edu)) for review and if approved, an award letter from the Executive Dean will be issued to candidate.

**PLEASE CONTACT HUMAN RESOURCES - ACADEMICS  
AT 848-445-4150 WITH ANY QUESTIONS.**