

## Policy for Fulbright Fellowships at Cleveland State University

1. The purpose of the Fulbright Fellowships Policy to enable a faculty member who is not on a professional leave of absence (“sabbatical”) to utilize the benefit of a Fulbright Award. The Fulbright Program changes the character of awards they offer for each country almost every year. Thus, obtaining a Fulbright award which is professionally beneficial often requires that faculty members apply for awards during a period when she/he may not be eligible for a professional leave of absence. Given that a faculty member on a Fulbright award is typically responsible for expenses both at home and overseas, and given the low level of most Fulbright stipends (between \$2600 per month and \$3600 per month), most faculty members need additional financial support in order to accept a Fulbright award. The procedures outlined below are the applicable policies used by Cleveland State University to encourage and support faculty members who wish to apply for and are awarded Fulbright Fellowships.
  
2. Cleveland State University’s procedure for a Fulbright Fellowship Leave when a faculty member is not on a professional leave of absence (“sabbatical”) or if a faculty member’s Fulbright Award coincides with her/him being on a professional leave of absence (“sabbatical”) for one semester is as follows:
  - a. The University (with the written approval of the department chair/school director and the academic dean) agrees to continue the faculty member's regular salary and fringes while the faculty member is on his/her Fulbright stay overseas
  - b. In return, the faculty member agrees that the funds received from the Fulbright Program as a stipend will be turned over to Cleveland State University and deposited in a separate or segregated account in the college.
  - c. The primary purpose of this account is to reimburse the department/school for hiring part-time faculty to teach the courses the Fulbright awardee would normally teach during the academic year.
  - d. After reimbursing the department/school for part-time faculty, these funds may be used to provide research or educational resources to the faculty member while he/she is on Fulbright leave. Also, these funds may be used to reimburse the faculty member for Fellowship-related expenses which are not compensated by the Council for International Exchange of Scholars. Any arrangement for use of funds by the faculty member must have the written approval in advance of the Fulbright travel by department chair/school director and dean of the college.

3. All funds deposited into the account as described above remain with the department/school and college until they are used. No other office receives benefit from these funds. At the discretion of the dean, these funds could be used for the professional development of the awardee.
4. If a faculty member's Fulbright Award coincides with her/him being on a professional leave of absence for an academic year (two semesters), then the foregoing provisions in item #2 are not applicable.
5. A faculty member on a professional leave of absence should be aware of the following restriction in the relevant section of the faculty collective bargaining agreement; the applicable section of the Faculty Personnel Policies has a parallel requirement for non-bargaining faculty. **"Additional compensation during the period of leave. A faculty member on professional leave under the policy will not hold a paid position unless that position can be shown to assist him/her professionally. Should he/she hold such a paid position, however, the sum of professional leave and additional funds in the form of grants, stipends, gifts or pay shall not exceed the amount of the normally contracted salary, with the exception of such funds as are allocated in a grant for special expenses such as equipment, books, professional travel, etc."**
6. It is highly advisable for a faculty member applying for a Fulbright Fellowship to share his/her application before submitting it with the following university officials: department chair/school director, college dean, and the Director, Center for International Services and Programs. If the Fulbright applicant is to receive a Fulbright Fellowship Leave (i.e., continue to receive his/her Cleveland State University salary while on a Fulbright award ), the applicant must receive written approval for such leave from the department chair/school director and the academic dean as stated in item 2 a of the policy above.
7. For additional information or advice, please contact George Burke, Director, Center for International Services and Programs at 687-3910 or [g.burke@csuohio.edu](mailto:g.burke@csuohio.edu).

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