

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**



UAP 12.99.99.P0.04 External Faculty Fellowships and Course Buyouts

Approved June 24, 2024

Next Scheduled Review: June 1, 2029

UAP Purpose

PVAMU actively promotes faculty participation in external fellowships and awards aimed at fostering professional growth and enhancing the university's standing. These opportunities primarily support faculty endeavors in research, scholarship, and creative pursuits. In this context, faculty fellowships and external grants are equivalent. In the case of external grants, Time & Effort must be consistent with the budget approved by the funding agency.

Official Procedures and Responsibilities

Faculty who wish to apply for external fellowships and/or plan to request reassignment time supported by fellowships must seek approval from their department head and the school/college dean (henceforth, dean) before applying for fellowships. It is important to note that the dean has discretion in accepting the conditions related to reassignment time. Subsequently, the dean must notify the Provost and Senior Vice President for Academic Affairs (henceforth, Provost) regarding the reassignment time request.

Faculty who are awarded fellowships may request reassignment time from their regular duties for the duration of the award. Depending on the specific fellowship, faculty members may be reassigned from a course, a term, or an entire academic year of teaching or service. Requests for reassignment time are submitted to the department head and then forwarded to the dean and finally, to the Provost for review and approval. Granting faculty fellowship reassignment time is contingent upon the availability of funds from the fellowship.

1. ELIGIBILITY CRITERIA

- 1.1 The faculty member must maintain full-time status.
- 1.2 The faculty member must maintain good standing with the university.
- 1.3 The request must be accompanied by a letter of support and certification from the department head and the dean confirming the department's ability to manage the faculty member's teaching and service obligations during their absence.
- 1.4 If permitted and agreed upon by the recipient, the award should be remitted directly to PVAMU in accordance with the sponsor's guidelines and established research administration protocols. Any exception must be approved by the Provost.

1.5 The faculty member may not receive duplicate awards from other sponsors.

2. EVALUATION

2.1 Several factors will be considered in evaluating the merit and feasibility of the faculty fellowship reassignment time applications. These factors include but are not limited to the prestige associated with the fellowship, the potential of the proposed fellowship to enhance the applicant's professional growth and to advance knowledge in the respective field, and the applicant's expressed commitment to continued service in their profession and at PVAMU.

2.2 Following positive recommendations of the applicant's department head and dean, the application will be forwarded to the Office of Academic Affairs and the Division of Research and Innovation for their independent review and approval. If the external application requires submission by the university, Sponsored Research Services (SRS) will be notified.

3. REQUIREMENTS AND TIMELINE

3.1 While on faculty fellowship reassignment time, faculty are regarded as full-time employees of PVAMU and are prohibited from accepting employment from any other entity, unless explicitly authorized by the TAMUS Board of Regents. The reassignment time recipients should remain employed at PVAMU for at least one (1) academic year following the conclusion of the fellowship.

3.2 If the fellowship is awarded, the faculty member should seek and obtain approval to arrange coverage for their courses. This request should be made at least 60 calendar days before the semester's reassignment period commences, preferably before the scheduling for that semester is finalized.

3.3 A final report (2-3 pages) should be submitted to the department head within 30 calendar days of the conclusion of the reassignment period. The report should include the purpose for which the fellowship was awarded, the accomplishments attained during the fellowship, aligning with the stated purpose, and anticipated future accomplishments stemming from the fellowship. The department head will forward the report to the dean, who will then forward a copy to the Office of Academic Affairs and the Division of Research and Innovation.

4. SALARY AND EXPENDITURES

4.1 PVAMU stands ready to assist its faculty who receive external faculty fellowships. Typically, a faculty fellowship includes salary support for the reassignment period and, in certain instances, may offer additional discretionary research funding. However, all expenditures using fellowship funds must comply with the original sponsor's agreement, as well as the relevant PVAMU rules, procedures, and TAMUS policies and regulations.

4.2 When the sponsor provides fellowship funds directly to the university, these funds will be managed by the faculty member's academic unit in collaboration with the SRS. However, if the sponsor provides fellowship funds directly to the faculty member, they must notify their department head and dean of receipt of these funds. If the sponsor allows for the funds to be either self-administered or

administered by the university, the faculty member may select their preferred option.

- 4.3 Fellowship funds are normally provided by sponsors to support faculty time for research, scholarship, and creative endeavors. In such cases, the award may be used to cover the faculty member's salary. However, the combined total of monthly salary received from the university, external sources, and the fellowship may not exceed 100% of the institutional monthly base salary.
- 4.4 If the faculty member's salary is lower than the fellowship amount, the fellowship can cover their salary and fringe benefits or be used to hire adjuncts to teach their usual courses. If allowed by the sponsor's guidelines, the remaining funds can be allocated for research and related expenses made available via stipends, travel funds, research budget, etc., and must be utilized within one (1) year after the fellowship ends. The faculty member may receive a temporary salary increase to match the amount of the fellowship award, which will be returned to the faculty member's regular salary at the conclusion of the fellowship.
- 4.5 If the faculty member's regular salary exceeds the fellowship amount, the dean may allocate the entire fellowship towards their salary and fringe benefits, covering the difference with in-kind support. In exceptional cases and subject to budgetary availability, PVAMU may cover fully or partially the gap between the fellowship award and the faculty member's salary.

5. COURSE BUYOUTS

- 5.1 The buyout rate for a single course must be equivalent to at least 1.5 months (or 1/6th) of the faculty member's 9-month salary plus fringe benefits, or 16.7% of the funding agency's salary cap if applicable. Faculty development/sabbatical leave and other award programs (such as Intergovernmental Personnel Act releases) are not considered course buyouts under this policy. Payments made under these programs for replacement teaching costs are not subject to these buyout procedures and do not determine course buyout rates.
- 5.2 Approval for all course buyouts is required from the faculty member's department head, dean, and the Office of Academic Affairs. Course buyouts pertain only to formal courses and do not include courses associated with research hours or directed/independent studies. In the case of endowed positions, endowed funds cannot be utilized for course buyouts.
- 5.3 Course buyout requests should be submitted by the faculty member at least 60 calendar days before the start of the buyout semester. The requests must include a detailed rationale for the request, including the expected benefits/impacts on the faculty member's professional growth, and identification of the funding source. Requests approved by the department head and dean should be sent to Academic Affairs for final approval accompanied by a letter of support from the dean and a detailed plan from the department head outlining how the courses will be managed or how replacement teaching will be arranged during the buyout period.
- 5.4 All course buyout requests will be evaluated based on the rationale for the request and the department's overall teaching needs. Special justification will be required

for buyouts that eliminate a faculty member's entire formal course teaching load in any semester. Course buyouts that result in a faculty member having no formal course teaching load for an entire academic year will not be approved.

5.5 The academic unit will retain the salary savings resulting from course buyouts. These savings will primarily be allocated to cover replacement teaching needs created by approved course buyouts. Additionally, these savings may be directed toward initiatives that align with the strategic objectives of the unit and the university.

5.6 Exceptions to this policy may be approved by the Provost.

Related Statutes, Policies, Regulations and Rules

System Regulation [12.99.01, Faculty Development Leave](#)

Contact Office

Office of Academic Affairs

(936) 261-2175
