McCausland College of Arts and Sciences
UNIVERSITY OF SOUTH CAROLINA

POLICY: External Fellowship Awards

DATE: August 16, 2025 (Revised)

I. POLICY

This policy applies to tenured and tenure-track faculty in the McCausland College of Arts and Sciences. In cases of inconsistencies between this college policy and the university, state or federal policies, the university, state or federal policy rules are the final authorities.

A select number of prestigious and honorific fellowship awards (e.g., Fulbright, ACLS, NEH, and Guggenheim) are included when determining the Carnegie ranking of the University of South Carolina. To encourage faculty to apply for these fellowships, the College offers financial support when the award is insufficient to cover the faculty member's academic year salary when in residence at another institution.

II. SALARY SUPPORT

For the College to provide salary support for such fellowships, a number of conditions must be satisfied:

A. The fellowship must be acknowledged as prestigious by the faculty member's field of expertise.

B. If the faculty member anticipates seeking supplemental College support for their fellowship application, they must discuss financial support details with their department(s) and/or program Chair/Director(s) (as appropriate for joint appointments) and the College prior to submitting their proposal in **USCeRA**. All support must be approved by the College prior to proposal submission. The faculty member is strongly encouraged to work with their Chair(s)/Director(s) and jointly contact the Associate Dean(s) of their unit(s) and the Associate Dean for Research to discuss before submission.

C. The Department Chair/Director must provide a supporting letter at the time of application, assessing the benefits that the faculty member, the department, and the College will receive from the faculty member assuming the fellowship. The Chair/Director letter must also assess the relative prestige/honor of the award and the basis for that assessment. The letter should address the department's plans for covering

the faculty member's teaching obligations during the term of the fellowship. Note that for faculty who hold joint appointments a letter from the secondary unit's head must also be included. The Chair/Director letter must also assess the relative prestige/honor of the award and the basis for that assessment. The letter should address the department's plans for covering the faculty member's teaching obligations during the term of the fellowship. Note that for faculty who hold joint appointments a letter from the secondary unit's head must also be included. The faculty member should upload the supporting letter as an attachment to their USCeRA proposal before starting the internal routing process.

D. In order for a faculty member to accept any fellowship that requires them to reduce their teaching load in a non-sabbatical year, their teaching obligations must be met by their department. As this affects the teaching mission of the department/program, the faculty member must receive permission from their Chair/Director to submit the fellowship application as well as the head of the secondary unit if the faculty member holds a joint appointment. Note that Chair/Director's approval of a submitted proposal in **USCeRA** is an additional indication of approval for faculty release time.

E. In general, the fellowship should cover a minimum of 40% of the faculty's 9-month salary (plus fringe benefits and health insurance).

F. In no case will the College's financial support result in a combined compensation that exceeds the faculty member's regular academic year salary. If the award is a residential fellowship away from USC, all salary supplements for that faculty member will be suspended for the duration of the fellowship, as per the University regulations.

III. FELLOWSHIP SUBMISSION

All fellowships, regardless of the College's financial support, must be submitted through USCeRA prior to submission to the granting agency. This provides a record of the proposal in the University system as well as supporting documentation and Chair and Dean level approvals. USCeRA submission must include: 1) the proposal or a summary proposal; 2) a budget, including the amount that the college would need to contribute if funded (salary, fringe benefits, and health insurance); and 3) letter from the department chair (see #3 above).

IV. ADDITIONAL GUIDELINES

A. A faculty member may take consecutive fellowships and sabbatical leave, but in no case may any combination of sabbatical and fellowship leaves exceed four consecutive semesters, summers excluded. Generally, upon completion of a fellowship leave, or any combination of consecutive fellowships and sabbatical leave, the faculty member must be in residence at USC for a length of time equal to the total length on leave before they may take another fellowship or sabbatical leave.

B. If a faculty member applies to multiple fellowships occurring over the same time frame, only one award can be concurrently accepted unless specifically allowed by the funding agencies.

V. NEXT STEPS

If the fellowship is awarded, please contact your Chair/Director, your unit Associate Dean, the Associate Dean for Research, and the CAS Grants Operations office to let them know of your success. Please include the period of the award (start and end dates), the amount of funding that the award will provide (note that this can change between application and award time), and any stipulations associated with the award. Please also reference the **USCeRA** proposal number so that the Dean's Office can start internal tracking and ensure that salary is appropriately covered between the award and CAS funding.