

Arts and Sciences Salary Top-up Policy

The Arts and Sciences provides financial support to faculty who obtain grants and awards from external sources by means of “top-ups” that make up the difference between the full-time salary and the amount provided by the award. The amount of the top-up depends on the availability of earned leaves and the amount of specific award.

The objective of the policy is to provide an incentive for faculty to apply for prestigious fellowships by ensuring that additional salary funds are made available when the fellowship award does not cover full salary. If an award does not cover fringe benefits, faculty are strongly encouraged to receive this award as a direct payment. If a faculty member opts to receive payment through Columbia University payroll rather than directly from the funding agency on an award that does not cover fringe, the cost of fringe expenses will be deducted from the award, effectively reducing the award amount by about 1/3.

Faculty who are paid directly by a fellowship or grant agency do not receive Columbia University contributions to retirement savings for the portion of salary covered by the award. However, with the exception of retirement contributions, faculty who are paid directly by a fellowship or grant agency will continue to receive Columbia University fringe benefits, including medical benefits, since they will be on a leave at partial salary due to a paid University leave paired with the award and/or the top up.

In order to receive a top-up faculty must inform their chair that they are applying for an external fellowship and the chair must inform the divisional dean of the fellowship application prior to the application being submitted. Advanced notification is requested for budgeting purposes. Replacement teaching funds will not automatically be provided for faculty receiving fellowships that are topped up.

To receive the top-up faculty should inform their chair as soon as they receive the award and forward a copy of the award letter to the chair, with cc to the relevant divisional dean.

Faculty are only eligible for a top-up at intervals of four years, e.g., if a faculty member receives a top-up in 2015-2016, they may not receive another top-up until 2019-2020.

- A. Qualifying Awards: The prestigious awards such as those listed below will be supplemented by the Arts and Sciences according to the top-up guidelines for tenured and non-tenured faculty.

American Academy of Arts and Sciences Visiting Scholar Program
American Council of Learned Societies Individual Fellowships
Andrew W. Mellon Foundation New Direction Fellowship
Center for Advanced Study in the Behavioral Sciences (Stanford)
Folger Institute Long Term Research Fellowship
Ford Foundation
Getty Foundation Residential Grants
Guggenheim Fellowship
Hoover Institute Fellowship
Humboldt

Institute for Advanced Study
Max Planck Institutes
National Endowment for Humanities
National Humanities Center
New York Public Library Cullman Center
Russell Sage Visiting Scholars Program
Stanford Humanities Center
Radcliffe Institute for Advanced Study at Harvard
Woodrow Wilson Foundation-Career Enhancement Fellowships for Junior Faculty

B. Top-up Guidelines for Tenured Faculty:

For tenured faculty who win prestigious external fellowships (see list below), the Arts and Sciences will supplement a qualifying award with a top-up of up to \$50,000 for a full year's fellowship and a top-up of up to \$25,000 for a one-semester fellowship, in order to preserve the faculty member's full nine-month base salary. The total amount of top-up funds that a tenured faculty member receives cannot exceed \$50,000 in any four-year period.

Most fellowship programs expect applicants who require additional support to seek supplementary funding in the form of earned leave from Columbia University or additional external grants. Tenured faculty members are therefore encouraged to apply for multiple fellowships and may use their sabbatical, Tenured Faculty Research Program (TFRP) credits and/or banked summer ninths should top-up funds not cover their full salary while on leave. Faculty members who have received a qualifying award may request to advance or delay a sabbatical by up to one year (two semesters) and a TFRP leave by up to four years. Start-up or research funds may also be used in conjunction with qualifying awards unless prohibited by policies governing the use of the specific research funds.

If a tenured faculty member who has received a qualifying award with support from Columbia University requests a second leave funded by another qualifying award before the interval of four years has elapsed and sufficient leave has been accrued, the leave will be granted with the understanding that no support from Columbia University will be given.

University policy allows leaves to be authorized for no more than one year at a time and expects faculty to be in residence for at least two years of full-time service between leaves of any kind.

To receive top-up funds, faculty must inform their chairs as soon as they receive an award or awards and forward a copy of the award letter to the chair. The chair must forward a copy of the award letter to the relevant divisional dean.

C. Top-up Guidelines for Junior Faculty:

Since junior faculty have fewer sources for supplementary funding in the form of external grants or earned leave from Columbia University, the Arts and Sciences will supplement a qualifying award with a top-up of up to \$50,000 for a full year's fellowship and a top-

up of up to \$25,000 for a one semester fellowship, in order to preserve the faculty member's full nine month base salary. For example, a faculty member with nine month base salary of \$100,000 who receives a \$60,000 full-year award will be supplemented by \$40,000, but a full-year award of \$30,000 would be supplemented by \$50,000. Since faculty are only eligible for a top-up at intervals of four years and no more than four semesters of leave (excluding parental workload relief and/or medical leave) is ordinarily possible during a junior's seven year period, junior faculty who have received one top-up and receive a second qualifying award are expected to use their Junior Faculty Development Leave to top-up the second qualifying award stipend.

As a rule faculty are required to have four semesters of service between any two leaves. However, junior faculty who obtain two qualifying awards may have as few as three semesters of service between two leaves. Because leaves decrease teaching time, department chairs should advise junior faculty about the importance of establishing a strong teaching record in addition to an active research program prior to the tenure review.

To receive the top-up faculty should inform their chair as soon as they receive the award and forward a copy of the award letter to the chair, and the chair must forward a copy of the award letter to the relevant divisional dean.