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**POLICY TITLE:** Fulbright Grant Leave with Pay Policy

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**POLICY PURPOSE:** A faculty member who receives a Fulbright grant for teaching, research, or a combination of teaching and research are eligible to receive leave with pay from Fort Hays State University during the period of time covered by the Fulbright grant award.

**BACKGROUND:**

**APPLIES TO:** To any full-time faculty member who is awarded a Fulbright grant from the U.S. Department of State to teach, perform research, or a combination thereof in a foreign nation.

**DEFINITIONS:**

**CONTENTS:**

**POLICY STATEMENT:** The faculty member agrees to surrender a negotiated portion of his or her Fulbright award to the university in order to continue his or her base salary as stipulated by the annual contract unless the stipend is larger than the actual salary. An appropriate amount of salary dollars must be available in the salary line after the award deduction to allow the department to continue to offer courses that would normally be taught by the faculty member receiving the Fulbright grant. The request for a Fulbright leave with pay shall include a detailed plan for how the department will offer courses normally taught by the faculty member (i.e. adjunct, overload assignments, course cancellations, schedule manipulations, etc.). If a request is denied, faculty members may still elect to apply for a leave without pay.

Faculty members who accept a Fulbright award shall agree to continue to work for Fort Hays State University for one year after the year the leave with pay is granted. Resignation or retirement prior to the fulfillment of this requirement shall require the faculty member to repay the university for the total amount of the grant received.

**Policy Administrator:** Vice President for Administration and Finance

**Responsible Parties:** The Assistant Provost for Internationalization shall provide assistance and guidance to eligible faculty members and shall facilitate applications through communication with appropriate department chairs, academic deans, the Provost, and the Vice President for

Administration and Finance.

**EXCLUSIONS OR  
SPECIAL  
CIRCUMSTANCES:**

**RELATED  
DOCUMENTS:**

**Policies:**

**Forms:**

**Other:**

**KEYWORDS:**

Fulbright, grant, teaching, leave

**RESPONSIBLE  
OFFICE:**

Administration and Finance

**RESPONSIBLE  
UNIVERSITY  
OFFICIAL:**

Vice President of Administration and Finance

**ORIGINATION DATE:**

**CHANGE HISTORY**

Approved by Provost's Council 02/24/09  
Adopted by President's Cabinet 04/01/09

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