MEMORANDUM

DATE: August 21, 2015

TO: Deans, Department Chairpersons, School Directors

FROM: Gary Perry, Provost and Vice President for Academic Affairs

SUBJECT: POLICY ON FULBRIGHT AWARDS (REVISED)

The Fulbright Program was established in 1946 under legislation introduced by former Senator J. William Fulbright to “increase mutual understanding between the people of the United States and the people of other countries...” The Fulbright Scholar Program is administered by the Council for International Exchange of Scholars (www.iie.org/cies/). The purpose of this policy is to articulate guidelines for faculty at Florida Atlantic University who participate in the Fulbright Scholar Program.

Application:

Applications are sent directly to the Council for International Exchange of Scholars (CIES). The Vice President for Research encourages all eligible applicants to apply for this prestigious award. The Division of Research through its FAU Fulbright Coordinator should be informed promptly of any pending applications and provided a copy of same. Assistance in the preparation of the application is available through the Sponsored Research Office of the Division of Research.

Terms:

1. Eligibility to participate in the terms of FAU’s policy on Fulbright Awards, as outlined below, requires the candidate to notify their Chair/Director/Dean, in writing, of their intent to apply for a Fulbright Award.

2. The stipend received as part of the Fulbright Award will be considered salary. The University will, if necessary, augment the Fulbright Scholar’s stipend to bring it to the level of the Scholar’s base salary.

3. Contributions normally made to retirement and Social Security programs shall be continued on a basis proportional to the FAU salary received.

4. Fulbright Scholars have the option of receiving their full salary and benefits from Florida Atlantic University if they agree to give the “stipend” portion of their award to the University. A memorandum of understanding will need to be executed if this option is selected. The funds
from the stipend would be available to fund instruction and/or research in the candidate’s department.

5. Contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the Fulbright award period on a basis proportional to the FAU salary received.

6. If the faculty member accepts the entire Fulbright award and chooses to go on leave without pay, they need to schedule a consultation with the Benefits Manager in Human Resources in regard to benefit issues during the leave without pay period.

7. The Fulbright Scholar will usually receive Council for International Exchange of Scholars (CIES) funds for travel and living expenses and may receive funding for other expenses to assist in accomplishing the purposes of the Fulbright. These funds will not be considered as part of the stipend portion of the award.

8. The employee will be expected to return to the university for at least one (1) academic year following participation in the program. Since Fulbright awards may be for periods from two weeks to ten months, this period may be reduced, under certain circumstances. Agreements to the contrary must be in writing prior to participation. Salary received during the program is subject to return to the university in those instances where neither of the above conditions is satisfied.

Cc: Diane Alperin, Vice Provost  
Academic Affairs  
Daniel Flynn, Vice President  
Division of Research  
Camille Coley, Associate Vice President  
Division of Research  
Sheryl McGough, Benefits Manager  
Office of Human Resources
Florida Atlantic University
MEMORANDUM OF UNDERSTANDING

The Policy on Fulbright Awards (August 21, 2015) from the Office of the Provost stipulates that full-time FAU faculty who are the recipients of Fulbright Awards may agree to give the “stipend” portion of their award to the University in exchange for receiving their full salary and benefits from Florida Atlantic University during the period of their Fulbright Award. The funds from the stipend will be available to fund instruction and/or research in my department/school.

Name of Faculty:_______________________________
Department:______________________________ College:________________________
Country of Fulbright Award:_____________________ Dates:______________________
Amount of Stipend:_______________________________

Attach Fulbright Award documentation from the Council for International Exchange of Scholars (CIES).

______________________________________________________________________________________________________________________________

By signing below, I agree to provide the “stipend” portion of my Fulbright Award to Florida Atlantic University in exchange for receiving my full salary and benefits during the period of my Fulbright award. I also agree to return to the University for at least one (1) academic year following my participation in the program. **If I fail to return to the University for one academic year following my participation in the program, I agree that I will repay to the University, within sixty (60) days, the salary and benefits received from the University during the program in excess of the amount of the Fulbright award transferred to the University. I agree that any failure to repay may be referred by the University to collections and I shall be assessed reasonable collection fees, including without limitation collection agency fees, court costs and attorney’s fees.** I understand that any possible tax implications of this arrangement are my responsibility to investigate and understand.

Signature of Faculty and Date:________________________________________________

Signature of Chair/Director and Date:__________________________________________

Signature of Dean and Date:_________________________________________________

Signature of Vice Provost and Date:___________________________________________