

Guidelines for Faculty Working on a Fellowship for Another Institution

Purpose:

These guidelines outline the terms and conditions for faculty members who engage in fellowship programs or off-site collaborative research and creative endeavors with external institutions while maintaining their affiliation with DePaul.

Fellowship Engagement:

- a. Faculty members are encouraged to pursue fellowship opportunities or off-site collaborative projects with other institutions to foster research collaboration and professional development.
- b. Prior to engaging in any fellowship or off-site collaborative endeavor, faculty members must obtain approval from their department chair and dean.
- c. Faculty members must ensure that their engagement in external fellowships or off-site collaborative projects does not interfere with their obligations and responsibilities to DePaul.
- d. Any conflicts or issues arising from the fellowship engagement must be reported promptly to the appropriate administrative authority for resolution.

Work Schedule and Academic Calendar:

- a. Faculty members participating in fellowships or off-site collaborative projects with external institutions must acknowledge and understand that the work schedule and academic calendar at the external institution may differ from our institution.
- b. It is the responsibility of the faculty member to manage their time effectively to fulfill their commitments at both institutions.
- c. Faculty members will not receive additional compensation or adjustment to their salary if the work schedule or academic calendar at the external organization does not align with DePaul's academic calendar.