

WILLIAM BRONSON MITCHELL AND GRAYCE SLOVET MITCHELL ENHANCEMENT FUND 2024-2025

The William Bronson Mitchell and Grayce Slovet Mitchell Enhancement Fund provides partial salary replacement for full and part-time faculty **who have received a major national or international award or fellowship and who will take a leave of absence to concentrate on the work for which the award was granted.** The Mitchell Enhancement Fund is intended to help make up the difference between the monetary award provided by the granting agency and the faculty member's prorated salary during the leave. Award amounts are limited by the number of successful applicants and available funds given off by the endowment each year.

Eligibility Criteria

- Full-time tenured, tenure-track, or part-time faculty currently teaching in a degree program
- Recipient of a major national or international award or fellowship that comes with a substantial monetary award for salary support

Faculty members who are awarded funding from the granting agency in excess of their SAIC salary are not eligible for the Mitchell funds.

Submission Guidelines

Deadline: Rolling. Applicants are encouraged to submit their materials as soon as they are notified of their outside award and in no case later than one month prior to the start of their intended leave.

Application Materials: Eligible applicants should mail the following 4 documents, formatted as PDFs (25 MB or less), to Maya Gopalan, Assistant Director of Academic Administration, at mgopalan@saic.edu, using the subject line "Last Name_Mitchell Award Application". Please use the following naming conventions for the attached documents "Last Name_Mitchell_Document Name.pdf":

- **Award Description and Research/Work Proposal** –
Last Name_Mitchell_Award Description & Research/Work Proposal.pdf
Please include your name, rank, primary department(s), a description of the national or international award, and your research/work proposal during the award period
- **Award Letter** – *Last Name_Mitchell_Award Letter.pdf*
Letter from the awarding organization outlining your receipt of the award
- **Funding Information** – *Last Name_Mitchell_Funding Budget Letter.pdf*
Sum awarded by the external organization
- **CV** – *Last Name_Mitchell_CV.pdf*
Current résumé or curriculum vitae.

Review and Selection

Mitchell Salary Enhancement Fund applications are evaluated and ranked based on the following criteria: the prestige of the award, significance of the funded project, and the faculty member's rank. All submissions are reviewed by members of the Dean's Selection Committee, which includes the Dean of Faculty, Divisional Deans, and elected full-time and part-time faculty representatives. The Dean of Faculty will consult with the applicants' Department Chairs regarding the feasibility of the requested leave of absence. Recommendations are then made to the Provost and the President. Individual recipients are contacted via SAIC email.

Note: All Mitchell awards are dispersed as regular payroll payments. SAIC will withhold applicable taxes and authorized deductions, and payment will be made in accordance with the School's customary practices.

Questions: Contact Maya Gopalan at mgopalan@saic.edu.