

WILLIAM BRONSON MITCHELL AND GRAYCE SLOVET MITCHELL ENHANCEMENT FUND ROLLING DEADLINE

The William Bronson Mitchell and Grayce Slovet Mitchell Enhancement Fund provides salary replacement for faculty **who have received a major national or international award to support a project/research and who plan to take a leave of absence in order to dedicate time to concentrate on the work for which the award was granted.** Materials will be reviewed by the Dean's Selection Committee who will make recommendations to the Provost and the President for a final decision. Award amounts are intended as full replacement of the faculty's SAIC salary, less the amount of the salary funded by the award, while on a leave of absence. Award amounts may be limited by available funds in the endowment.

Eligibility

- Full-time tenured, tenure-track, and part-time faculty currently teaching in a degree program
- Recipient of a major national or international award
- Faculty who meet the above criteria who plan to take an unpaid leave of absence in order to concentrate on the project/research for which the award was granted

Faculty members who are awarded salary funds from the granting agency in excess of their SAIC salary are not eligible for the Mitchell funds. (For part-time faculty, this will be calculated based on the recipient's current salary for the average number of degree courses taught each semester, calculated over the past six years, not including the year in which the recipient applies. For help with this calculation, please contact Geof Teague, Associate Director of Faculty Appointments and Records at gteague@saic.edu.)

Submission Guidelines

Rolling Deadline – Applications must be submitted within 60 days of the recipient's notification of the national/international grant or award. If you meet the eligibility criteria, email the following 4 documents, formatted as PDFs (25 MB or less), to 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*
Approved budget, including salary information if applicable, provided by the external awarding organization
- **CV** – *Last Name_Mitchell_CV.pdf*
Current résumé or curriculum vitae.

Review and Selection

Mitchell Salary Enhancement Fund applications will be evaluated on the following criteria: the prestige of the award, the applicant's proposed project, and seniority. 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. Dean of Faculty will consult with the applicant's Department Chairs regarding the 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, Assistant Director of Academic Administration at mgopalan@saic.edu.