

FULBRIGHT AWARD PROCESSING

If a Fulbright Award coincides with a professional leave, none of the steps below apply. The faculty member is eligible to keep the award and be paid their regular Western faculty salary as long as their salary does not exceed the average of the fourth quartile. In that case, no additional Fulbright-specific leave request form or personnel action form needs to be submitted. The process below only applies to faculty who receive a Fulbright Award that does not coincide with a professional leave.

1) Special Leave Request

- a. If Fulbright Award exceeds faculty member's regular salary, submit a faculty leave request form for leave without pay, with benefits. [Click here for example.](#)
- b. If Fulbright Award is less than faculty member's regular salary, submit a faculty leave request form for leave with partial pay, with benefits. [Click here for example.](#)

2) Personnel Action Form

- a. If Fulbright Award exceeds faculty member's regular salary, submit a faculty personnel action form to reflect a leave without pay, with benefits. The form should include one-day pays for each month that the faculty member plans to be absent. [Click here for example.](#)
- b. If Fulbright Award is less than faculty member's regular salary, submit a faculty personnel action form that temporarily reduces the salary of the faculty member who is on leave by the amount they are set to receive from the Fulbright Award. [Click here for example.](#)