

## Career Enhancement Fellowships for Junior Faculty Institutional Acknowledgement Form

Department Chair Name:  
Department Chair Email Address:  
Institutional Official Name & Title:  
Institutional Official Email Address:

It is our understanding that \_\_\_\_\_, a Junior Faculty member  
at \_\_\_\_\_ in the department of \_\_\_\_\_  
\_\_\_\_\_ is applying for a Career Enhancement Fellowship  
from Citizens & Scholars.

- I/We confirm that the faculty member named above is available to accept the award from June 2025 to June 2026 (for full year award) OR June 2025 to December 2025 (for six-month award) and will not have any teaching or committee responsibilities during the time frame of the award.
- I/We understand that during the fellowship period:
  - The institution commits to continue the health and medical benefits for this faculty member.
  - The institution will supplement the fellowship funding to allow this faculty member receipt of his/her 2025-2026 academic salary.
  - The faculty member will be released from all institutional responsibilities during the fellowship period including:
    - Teaching
    - Service on committees
    - Student advising
    - Any related activities
- I/We confirm that the faculty member named above is not going up for early tenure.

As of Fall 2024 the faculty member is in year \_\_\_\_\_ of the tenure clock at our institution. The anticipated date of tenure dossier submission:

Department Chair **Signature:**

Other Institutional Official **Signature:**

Date: