



WILLIAM BRONSON MITCHELL AND GRAYCE SLOVET MITCHELL ENHANCEMENT FUND 2026-2027

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.

ELIGIBILITY

- Tenured, tenure-track, or NTT faculty (not probational) currently teaching in an SAIC degree program
- Recipient of a major national or international award or fellowship that comes with a substantial monetary award for salary support
- Have a current CV on file
- Have completed all SAIC required trainings
- Have fulfilled credential documentation requirements
- Have provided syllabi for each class to the Dean's Office by the first day of each semester and to enrolled students no later than the first class meeting of each academic term

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

AWARD

The William Bronson Mitchell and Grayce Slovet Mitchell Enhancement Fund provides partial salary replacement for tenured, tenure-track, and NTT 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.

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.

APPLICATION INSTRUCTIONS

Eligible applicants should email the following 4 documents to Faculty Affairs, at facultyaffairs@saic.edu, using the subject line "Last Name_Mitchell Award Application".

Please convert all documents into PDFs; required files to email include:

1) **Award Description and Research/Work Proposal**

File name: "Last Name_Mitchell_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

2) **Award Letter**

File name: "Last Name_Mitchell_Award Letter.pdf"

Letter from the awarding organization outlining your receipt of the award

3) **Funding Information**

File name: "Last Name_Mitchell_Funding Budget Letter.pdf"

Sum awarded by the external organization

4) **Current CV**

File name: "Last Name_Mitchell_CV.pdf"

REVIEW PROCESS

Mitchell Enhancement Fund applications are evaluated by the Dean of Faculty based on the following criteria: the prestige of the award, significance of the funded project, and the faculty member's rank. 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.

Notifications of awards will be emailed to recipients, their department chairs, their executive directors, and their senior administrative directors.

CONTACT

Questions about the Mitchell Enhancement Fund and the application process may be directed to Faculty Affairs at facultyaffairs@saic.edu.