

## **About the Chancellor's Fellowship for Classified Employees:**

### **Purpose**

To ensure that capable classified employees within the VCCS have an opportunity to work toward degrees that will enable them to enhance their contributions to the community college mission, the Chancellor's Fellowship is established to provide up to a one-year leave of absence with some financial support for community college programs and baccalaureate and graduate study at a state-supported institution of higher education.

### **The Award**

The Chancellor's Fellowship is awarded annually to no more than two outstanding classified employees in the VCCS. The award provides each recipient with financial support for in-state tuition, mandatory fees, three-quarter salary, and up to a one-year leave of absence from VCCS position responsibilities with continuation of insurance, retirement, payment of the state portion of health insurance premiums, seniority, and other VCCS employee benefits. Chancellor's Fellows shall engage in a full-time program at a community college, or baccalaureate, or graduate level study at other Virginia state-supported institutions of higher education during the period of the award.

### **Eligibility**

Classified employees who are recommended by the president of the employing institution or by the Chancellor for a System Office Employee are eligible for the Chancellor's Fellowship. Candidates for the Fellowship must have been employed in a full-time, state-funded, classified position at a community college or the System Office for three consecutive years and have been officially accepted in a degree program at a Virginia state-supported institution of higher education. Individuals selected as Chancellor's Fellows are required to sign a promissory note with the understanding that following the leave, employment must be resumed for a time period twice that of the leave of absence (example: for a one year period of leave at least two years at the community college). An official Memorandum of Agreement must also be signed which states that completion of a designated course of study does not ensure that the recipient's position will be reallocated or that the recipient will be promoted.

### **Selection**

Selection of each Chancellor's Fellow is made by a committee with membership designated by the Chancellor, but to include no more than three people, with both System Office and college representation.

### **Funding**

Minimum financial support for each Chancellor's Fellowship, exclusive of maintained benefits is provided as follows.

- a. VCCS Chancellor's stipend
  - Full tuition and mandatory stipend academic fees for in-state tuition at a public college/university
  - For first professional programs (e.g., law, medicine, and dentistry) tuition and mandatory academic fees equal to the cost for regular in-state graduate students will be provided.
- b. Sponsoring college
  - Funds for books and other fees are specifically excluded.
  - $\frac{3}{4}$  salary and benefit stipend continuation.

In addition, \$7,500 will be provided to the sponsoring college to defray employee replacement costs.

### **Application Process**

Applications for the Chancellor's Classified Fellowship, including letters of endorsement and verification of acceptance into a degree program, must be completed by April 15. Application forms are available from the Office of the Chancellor, and from College Human Resource Offices.