

DATE: October 6, 2009

TO: Deans
Department Chairs

FROM: Vita Rabinowitz, Provost &
Vice President for Academic Affairs

RE: Scholar Incentive Awards 2010/2011

Members of the instructional staff who wish to apply for a Scholar Incentive Award for 2010-2011 are to submit the City University of New York Scholar Incentive Award application to their Department Chairperson by **December 4, 2009**. **THE APPLICATION MUST BE TYPED.** Department Chairs are asked to forward the forms to their Dean by **December 18, 2009**.

Application forms can be obtained from the Human Resources web page under Forms/Applications/Scholar Incentive Award. This will be the only version of the application that will be accepted in order to ensure that all signatures are included. The Deans are asked to forward the completed Scholar Incentive Award applications to the Provost Office by **Tuesday, January 19, 2010** for both Fall 2010 and Spring 2011.

Applications should be approved by the Dean.

Thank you.

VR:dv

cc: Deans
Human Resources
Legal Affairs