

Introduction

Members of the instructional staff who wish to apply for either a Fellowship Leave (Sabbatical) or Scholar Incentive Award for 2019-2020 must notify their department chair and administrator by **November 15, 2018**. The department administrator will create a Fellowship Leave or Scholar Incentive Award case in Hunter's Interfolio system to allow the staff member to complete and submit the necessary application, which is due **December 3, 2018**.

Applications must be typed using only the most current form:

Fellowship Leave application: <https://tinyurl.com/Fellowship-Leave-Application>

Scholar Incentive Award application: <https://tinyurl.com/Scholar-Incentive>

The forms are also accessible directly from the Hunter College Human Resources website.

Department Chairs are asked to forward application materials in Interfolio no later than **December 17, 2018**. *Note: There is no need for a signature; forwarding the application will be sufficient for indicating that the chairperson has reviewed it.*

Deans are asked to forward the application materials in Interfolio no later than **January 7, 2019**. *There is no need for a signature; forwarding the application will be sufficient for indicating that the dean has reviewed it.*

The Faculty Personnel and Budget Committee will vote on recommended candidates at one of its **March 2019** meetings.

Guidelines for preparation of applications

Applicants must complete all items in sections I – III of the relevant application form and sign section III where indicated.

1. **Fellowship Leave Category:** There are three areas in which the applicant may apply for fellowship leave: a) research; b) improvement of teaching; c) creative work in literature or the arts. Applicants should make clear the category in which they are applying so that the committee may evaluate the relative merits of proposals within each category.
2. **Description:** Applicants must prepare a brief description (no more than 2 single-spaced pages) of the proposed project. Although it is understood that there will be differences among applications in the various categories, all applicants should write for an audience of academics not in the field of expertise of the applicant. The description should address:

- The significance of the proposed project to the field and to the individual development and long-range goals of the applicant.
 - How the project relates to the applicant's previous work and research experience. Include reference to presentations, publications and grants that relate to this project.
 - The timeliness of the proposed project and an explanation of why the work needs to be conducted during a leave rather than during the academic year or summer. Applicants may include a contract or invitation for their work, if there is one.
 - The product that will be available at the end of the leave (description of articles, books, a plan for the development of curricula, exhibits, films, etc.).
3. The completed forms should be uploaded in Interfolio using the link provided by the department administrator. Additionally, all applicants must include an updated CV. **No applications will be accepted in hard copy.**

N.B. As indicated in section III, **faculty awarded a Fellowship Leave or Scholar Incentive Award must submit a written report detailing his or her relevant activities during the leave. This report should be sent to department chairperson within thirty (30) days following the expiration of the leave.**

4. Chairs must complete Section IV. There is no need for a signature as forwarding it is sufficient. The decision of the departmental P&B must be included.
5. The relevant Dean should review and then forward to the Provost's Office. *There is no need for a signature as forwarding it is sufficient for indicating that it has been reviewed by the dean's office.*

Review Procedures for Fellowship Leave & Scholar Incentive Award Applications:

1. Department P&B reviews all applications and votes to recommend or not recommend leave. Applications that are not recommended do *NOT* move forward.
2. Department Chairs forward to their Dean the cases of recommended candidates along with a written plan for covering teaching and other departmental responsibilities of recommended candidates.
3. The Deans review department plans for covering teaching and other departmental responsibilities and forwards the list of candidates and applications to the Provost's Office. *There is no need for a signature; forwarding the application will be sufficient for indicating that the dean has reviewed it.*
4. The Provost's Office will submit all applications to the FP&B Subcommittee on Research Fellowship Leaves for review by early February. The FP&B will vote on Fellowship Leave & Scholar Incentive Award applications at one of its March 2019 meetings.

*Procedures adopted by FP&B at its October 22, 2002 meeting.

cc: Deans, Human Resources, Legal Affairs

Process Document 08/13/2018