

### Office of the Provost

---

#### Introduction

Members of the instructional staff who wish to apply for either a Fellowship Leave (Sabbatical) or Scholar Incentive Award for 2024-2025 must notify their department chair and administrator by November 13, 2023. The department administrator will create a Fellowship Leave or Scholar Incentive Award case in Hunter's Interfolio system.

Leave 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>

Professional Reassignment in the Libraries <https://tinyurl.com/PR-in-the-Libraries>

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

**Applicants should submit the following materials to their Department Administrator:**

- ✓ Leave Application
- ✓ Description
- ✓ Updated *Curriculum Vitae*

#### Important Dates:

- **By November 13, 2023** – Cases opened in Interfolio.
- **On December 1, 2023** – Faculty must submit all materials to department administrators.
- **By December 11, 2023** – Department chairs complete section IV on applications.  
Department P&B committees vote.  
Department chairs move cases to Dean's Office.
- **By January 12, 2024** – Dean reviews and moves cases to Provost's Office.
- **In March 2024** – FP&B votes on leaves.
- **In Early May 2024** – Decisions announced.

## 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 references 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.).

**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.**

3. **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.
  
4. 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. (Section IV on applications).
3. The dean reviews department plans for covering teaching and other departmental responsibilities and forwards applications to the Provost's Office via Interfolio. 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 2024 meetings.

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

Cc: Deans, Human Resources, Legal Affairs

Process Document 07/17/2023