

October 6, 2009

TO: Members of the Faculty

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

RE: Fellowship Awards (Sabbatical Leaves) 2010/2011

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Members of the instructional staff who wish to apply for fellowship leaves for 2010/2011 are to submit the City University of New York Fellowship Leave 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/Fellowship Leaves. 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 fellowship leave applications to the Provost's Office by **Tuesday, January 19, 2010**. The Faculty Personnel and Budget Committee will vote on recommended candidates at one of its March 2010, Tuesday meetings.

Guidelines for preparation of Fellowship Leave Applications*:

1. 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 and the committee agrees to evaluate the relative merits of proposals within each category.
2. Although it is understood that there will be differences among applications in these three categories, all applicants should write a clear proposal for consideration by academics not in the field of expertise of the applicant. Those who wish to apply for the 1/2 year/full-pay option must provide a short (no more than 3 pages) description of their project. Proposals should include an explanation of the importance of the proposed project to the field and/or to the individual development and long range goals of the faculty member. Each applicant must complete each section, especially II.B, which provides information on the purpose of the proposed leave.

3. Chairs must complete Section IV and sign where appropriate. The decision of the departmental P&B must be included. Forms must also be signed by the appropriate Dean on page 5 before being sent forward to the Provost's Office.

Review Procedures for Fellowship Leave Applications*:

1. Department P&B reviews all applications and votes to recommend or not recommend leave.
2. Department Chairs forward to their Dean the list of recommended candidates, completed applications and a written plan for covering teaching and other departmental responsibilities of recommended candidates.
3. The Deans review department plan for covering teaching and other departmental responsibilities. The Dean signs the applications and forwards the list of candidates and applications to the Provost's Office.
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 applications at one of its March 2009, Tuesday meetings.

VR:dv

cc: Deans
Human Resources
Legal Affairs

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