

Office of the Provost
Phone 212.772.4150
Fax 212.650.3655



November 18, 2010

Dear Colleagues,

In order to evaluate your applications for fellowship leaves, the FP&B subcommittee on Research Fellowship Leaves and the Offices of the Deans and Provost request that you submit the following with your applications:

A description of no more than 2 single-spaced pages of the fellowship leave project, whether research, teaching or creative work, which should include:

- The significance of the proposed project
- How this project relates, if at all, to your previous work and research experience. Please list selected 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 sabbatical rather than during the academic year or summer. Please attach the contract or invitation for your work, if there is one.
- The product that will be available at the end of the fellowship leave (description of articles, books, a plan for the development of curricula, exhibits, films, etc.)

As a reminder, applications for fellowship leaves are due to your department chairs by December 6, 2010. For additional information: <http://www.hunter.cuny.edu/provost/reports-policies/procedures>.

Sincerely,

Vita C. Rabinowitz
Provost and Vice President for Academic Affairs