



DATE: October 22, 2010

TO: Members of the Faculty

FROM: Vita Rabinowitz
Provost & Vice President for Academic Affairs

RE: Fellowship Leave (Sabbatical Leaves) 2011 - 2012

Members of the instructional staff who wish to apply for a fellowship leave for 2011 – 2012 should submit the City University of New York Scholar Fellowship Leave application to their Department Chairperson by **December 6, 2010**. *The application must be typed.*

Department Chairs are asked to forward applications to their Deans by **December 20, 2010**. Deans are asked to forward applications to the Office of the Provost by **January 18, 2011**. The Faculty Personnel and Budget Committee will vote on recommended candidates at one of its March, 2011 meetings.

Fellowship Leave Applications may be found on the Hunter College Human Resources web site at <http://hr.hunter.cuny.edu/forms/fellowship%20leave%20application.pdf>. (Or, if you prefer, go to the HR home page, click on the *Forms* link on the left-hand list of options, scroll down to the *Applications* section and click on *Fellowship Leave Application*.)

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, 2011 meetings.

cc: Deans
Human Resources
Legal Affairs

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