

DATE: August 27, 2015

TO: Members of the Faculty

FROM: Lon S. Kaufman  
Acting Provost & Vice President for Academic Affairs

RE: Fellowship Leave (Sabbatical Leaves) 2016 - 2017

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Members of the instructional staff who wish to apply for a fellowship leave for 2016 – 2017 should submit the City University of New York Scholar Fellowship Leave application to their Department Chairperson by **December 1, 2015**.

Department Chairs are asked to forward applications to their Deans by **December 14, 2015**. Deans are asked to forward applications to the Office of the Provost by **January 12, 2016**. The Faculty Personnel and Budget Committee will vote on recommended candidates at one of its March, 2016 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.
3. All applicants must provide a brief description (no more than 2 single-spaced pages) of the fellowship leave project. The description should include:
  - The significance of the proposed project to the field and to the individual development and long-range goals of the applicant.
  - 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.).
4. Applicants must complete all items in sections I – III of the Fellowship Leave Application and sign section III where indicated.
    - As indicated in section III, item #6, **faculty awarded a fellowship leave must submit a summary, in writing, of his or her relevant activities during the leave to his or her department chairperson within thirty (30) days following the expiration of the leave.**
      - Department chairs will be required to include these summary reports in the annual reports they submit to Office of the Provost.
  5. 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, 2016 meetings.

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

cc: Deans, Human Resources, Legal Affairs