

Office of the Provost
Phone 212.772.4150
Fax 212.650.3655



DATE: October 11, 2011
TO: All Full-Time Faculty
FROM: Vita Rabinowitz
Provost & Vice President for Academic Affairs
RE: Scholar Incentive Awards, 2012 - 2013

Members of the instructional staff who wish to apply for a Scholar Incentive Award in 2011 – 2012 should submit the City University of New York Scholar Incentive Award application to their Department Chairperson by **December 5, 2011**. Department Chairs are asked to forward applications to their Deans by **December 19, 2011**. Applications must be reviewed and approved by the Dean. Deans are asked to forward applications for both Fall 2012 and Spring 2013 Scholar Incentive Awards to the Office of the Provost by **January 17, 2012**.

Scholar Incentive Award Applications may be found on the Hunter College Human Resources Forms web page at <http://hr.hunter.cuny.edu/forms/index.html> - scroll down to the Application section. This is the only version of the application that will be accepted in order to ensure that all required signatures are included.

cc: Deans, Department Chairs, Human Resources, Legal Affairs