

Office of the Provost
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DATE: August 27, 2015
TO: All Full-Time Faculty
FROM: Lon S. Kaufman
Acting Provost & Vice President for Academic Affairs
RE: Scholar Incentive Awards, 2016 - 2017

Members of the instructional staff who wish to apply for a Scholar Incentive Award in 2015 – 2016 should submit the City University of New York Scholar Incentive Award application to their Department Chairperson by **December 1, 2015**. Department Chairs are asked to forward applications to their Deans by **December 14, 2015**. Applications must be reviewed and approved by the Dean. Deans are asked to forward applications for both Fall 2016 and Spring 2017 Scholar Incentive Awards to the Office of the Provost by **January 12, 2016**.

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