

Office of the Provost  
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DATE: November 30, 2016  
TO: All Full-Time Faculty  
FROM: Lon Kaufman  
Acting Provost & Vice President for Academic Affairs  
RE: Scholar Incentive Awards, 2017 – 2018 (Revised)

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Members of the instructional staff who wish to apply for a Scholar Incentive Award in 2017 – 2018 should submit the City University of New York Scholar Incentive Award application to their Department Chairperson by **December 1, 2016**. Department Chairs are asked to forward applications to their Deans by **December 13, 2016**. Applications must be reviewed and approved by the Dean. Deans are asked to forward applications for both Fall 2017 and Spring 2018 Scholar Incentive Awards to the Office of the Provost by **January 10, 2017**.

Scholar Incentive Award Applications may be found on the Hunter College Human Resources Forms web page at <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/ScholarIncentiveAwardApplication-3-18-16.pdf> - 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