



Fellowship Leave Application

Eligibility: Tenured members of the instructional staff, including those in the title Lecturer with a certificate of continuous employment (CCE), and Lecturers with a CCE, on leave from that title and serving without tenure in professorial titles (Assistant Professor, Associate Professor, Professor), who have completed six (6) years of continuous paid full-time service with the University, exclusive of non-sabbatical or fellowship leaves, are eligible to apply for a fellowship leave.

Purpose: Application for a fellowship leave may be made for research (including study and related travel), improvement of teaching, and/or creative work in literature or the arts. (An eligible individual who was appointed prior to July 1, 1965 also may apply for a fellowship leave for purposes of educational travel and/or restoration of health.)

Duration: Application may be made for a fellowship leave for (1) a full year leave at 80% of the bi-weekly salary rate, (2) a one-half year at 80% of the bi-weekly salary rate, or (3) one-half year at full pay.

Instructions: Applications for 80% Fellowship Leaves beginning in the Fall 2014 or Spring 2015 semester **must be submitted to the department chairperson no later than October 1, 2013**. Applications approved by the faculty member's department appointments committee **must be submitted to the HR Academic Unit, 1231 Boylan Hall, by October 15, 2013**.

Applications for the Full-Pay, One-Semester Fellowship Leave for the Fall 2014 or Spring 2015 semester **must be submitted to the department chairperson no later than December 13, 2013**. Applications approved by the faculty member's department appointments committee **must be submitted to the HR Academic Unit, 1231 Boylan Hall, by January 2, 2014**.

The applications will be reviewed by the HR Academic Unit and the Associate Provost for Faculty and Administration. Following the endorsement of the appropriate college-wide committee and the recommendation of the College President, approved applications will be reported to the Board of Trustees.

I. Personal Data

Name: _____ College: _____

Department: _____

Title: _____ Date of Tenure: ____ / ____ / ____ or CCE:* ____ / ____ / ____

* Applies to an individual serving in the title of Lecturer with a CCE and to an individual on leave from the title of Lecturer with a CCE who is serving, without tenure, in the title of Assistant Professor, Associate Professor or Professor.

Date of initial appointment to the University: ____ / ____ / ____

Date of appointment to current title: ____ / ____ / ____

Home address:

number/street Home telephone: () ____ - ____

city,town/state/zip code Office telephone: () ____ - ____

E-mail address: _____

II. Fellowship Leave Information

A. Duration and dates of the proposed fellowship leave (check one only):

_____ Full year / 80% of bi-weekly salary rate Semester 1: _____
Semester 2: _____
_____ Half year / 80% of bi-weekly salary rate Semester: _____
_____ Half year / full pay Semester: _____

B. Briefly describe the purpose or purposes of the proposed fellowship leave:

Research (including study and related travel): _____

Improvement of teaching: _____

Creative work in literature or the arts: _____

Educational Travel (only persons appointed prior to July 1, 1965): _____

Restoration of Health (only persons appointed prior to July 1, 1965): _____

C. Briefly describe any activities which you have undertaken and/or completed to date in conjunction with the proposed fellowship leave: None _____

D. List the location(s) where the activities associated with the proposed fellowship leave will occur:

E. Outside sponsorship and/or service

Will any of the activities associated with the proposed fellowship leave be sponsored or facilitated by an institution other than The City University of New York?

Yes _____ No _____

If yes, please name the institution(s) and describe the nature of the sponsorship or facilitation (i.e. laboratory privileges, use of private archives or collections, collaboration with staff, etc.):

Do you anticipate performing a service for any institution other than The City University of New York during the proposed fellowship leave?

Yes _____ No _____

If yes, please name the institution(s), describe the service which you anticipate performing and state the nature and amount of any compensation which you expect to receive for performing such service:

List the nature and amount of any funding for the proposed fellowship leave (other than your University salary and personal resources) which you have been awarded or for which you have applied or intend to apply: None _____

F. Indicate the dates and purpose of any leaves taken during the prior ten (10) years:

Dates:

Purpose:

from ____/____/____ to ____/____/____

from ____/____/____ to ____/____/____

from ____/____/____ to ____/____/____

III. Attestation of Applicant

I acknowledge the following:

1. Fellowship leave applications are processed in accordance with the Bylaws and policies of the Board of Trustees of The City University of New York and the Agreement between the Professional Staff Congress/CUNY and The City University of New York.
2. Should I be awarded a full-year fellowship leave at 80% of the bi-weekly salary rate, I may, at my option, upon written notice to the president no later than October 30 or March 30, whichever is applicable, terminate the fellowship leave after one-half year. If a full-year fellowship leave is so terminated, such termination relieves the University of any obligation to further claims for the second half of the leave, but does not reduce the time period or other qualifications required for consideration for a subsequent fellowship leave.
3. Should the stated purpose of my leave substantially change or become unable to be accomplished, even if I have commenced my leave, I shall immediately notify the college president in writing. Should the president determine that the purpose for the fellowship leave is no longer being served, he/she may terminate my leave and assign me to appropriate duties at the college.
4. By accepting a fellowship leave, I am obligated to serve at The City University of New York for at least one year following the expiration of the leave, unless that requirement is expressly waived by the Board of Trustees.
5. If my fellowship leave is for the purpose of restoring my health (only persons appointed prior to July 1, 1965), I agree that at the expiration of the leave the University may require that I be examined by a physician.
6. Within thirty (30) days following the expiration of my fellowship leave (except leave for purposes of restoration of health), I shall submit to my department chairperson a summary, in writing, of my relevant activities during the leave.

Signature of applicant

Date_____

Personal data *during* the fellowship leave:

Address:

Telephone number: _____

E-mail address: _____

Fax number: _____

IV. To be completed by the department chairperson

Briefly describe how the applicant's stated purpose for the fellowship leave is consonant with the mission of the department:

How does the department intend to cover the applicant's courses and related responsibilities at the college during the period of the proposed leave:

Decision of the departmental committee:

Approved _____ Not approved _____

Name of department chairperson

Academic title

Signature

Date

V. College Personnel and Budget (P & B) Committee Action

Approved _____ Not approved _____

Name of college P&B committee chairperson

Academic title / Department or division

Signature

Date

VI. College President's Recommendation

Recommended _____ Not recommended _____

President's Signature

Date

or

Signature of President's Designee

Date

V. Board of Trustees' Action

Chancellor's Report Date: ____ / ____ / ____
