



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 should be submitted to the department chairperson pursuant to the deadlines established by each College. Following the endorsements of the appropriate departmental and college-wide committees and the recommendation of the college president, the application should be reviewed by the College Human Resources Department or other appropriate department, which will forward a completed Fellowship Leave checklist to the Office of the Vice Chancellor for Faculty and Staff Relations to indicate that the application has received a thorough review for compliance with rules and procedures.

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:

_____ Home telephone: () _____
number/street

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

E-mail address: _____

II. Fellowship Leave Information

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

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

