

C. Applicant's preparation and significant contributions in the field of activity with which the project is concerned.

D. Relation of project to long-range professional objective.

E. Location where project will be carried out; authorities to be consulted (if study is to be involved, state name and location of institution).

F. Arrangement for financial support (if anticipated remuneration in addition to the college allowance is involved, complete details must be supplied).

Affirmation: If granted this fellowship award, I shall continue to **serve at least one full year** following my return. I also agree to submit to the Executive Officer of the program and to the Provost a **report, in writing**, immediately upon my return to the GSUC, outlining work accomplished during the period of the leave.

Signature of Applicant _____ Date _____

Address during leave _____

Phone Number _____ Fax No. _____

E-mail _____

G. Proposed arrangements for coverage during leave period (to be completed by the Executive Officer)

Signature of Executive Officer _____ Date _____

Recommendation of Executive Committee _____

Signature of Provost _____ Date _____

(Chair, Academic Review Committee)

Recommendation of the President to CUNY Board of Trustees

Signature of President or Designee _____ Date _____

Action of Board of Trustees:

_____ Approved _____ Not Approved

For Office of Human Resources Use	_____ Date
	Received
Date PAF submitted	_____
Date of Chancellor's Report	_____

Excerpt from Article 25: Research Fellowship and Scholar Incentive Awards

25.3 Fellowship Awards

(a) Eligibility: It is intention of the parties that the funds for fellowship awards to be limited to instructional staff members of the permanent instructional staff. Tenured members of the permanent instructional staff, including those holding the title Lecturer with certificates of continuous employment, who have completed six years of continuous paid full-time service with the University exclusive of non-sabbatical or fellowship leave, shall be eligible for a fellowship award. Individuals in professorial titles who are on leave from the title Lecturer with a certificate of continuous employment shall be eligible for a fellowship award. Service shall include service in a school or college maintained in whole or part with City funds immediately preceding service in a college or institution under the jurisdiction of the Board of Trustees provided that the credit for such prior service shall not exceed three (3) years.

(b) Applications:

1. Applications for a fellowship award may be made for the following purposes:

- (a) Research (including study and related travel)
- (b) Improvement of teaching
- (c) Creative work in literature or the arts

2. Such application shall also state that the applicant will continue to serve for at least one year after expiration of the term of his or her leave unless this provision is expressly waived by the Board of Trustees.

3. The application in the form of a plan shall be submitted to the appropriate departmental committee and, if approved, to the college committee on faculty personnel and budget. If the latter committee approves, it shall forward the application to the President with its endorsement. Such endorsement must state that the work of the department in which the applicant serves can be so arranged as to be carried forward effectively during the period of the leave, and that the work the applicant intends to do is consonant with the principles of the fellowship leave. The President shall transmit such application to the Board of Trustees, with his or her own recommendation.

4. The Board of Trustees will consider the advantage of the applicant as a scholar and teacher to be expected from such a fellowship award, and the consequent advantage through his or her service to the college. Special consideration shall be given to those applicants who have not had a sabbatical leave or fellowship in fourteen (14) or more years.

5. Application may be for one of three types of fellowship leaves:

- a full year at one-half the annual salary
- a one-half year leave at one-quarter the annual salary
- a one-half year leave at full pay

Fellowship leaves received by members of the instructional staff who serve in the libraries will be of the same duration as those of other instructional staff. Members of the instructional staff who serve in libraries will not accrue annual leave during the period of the fellowship leave.

Members of the unit who receive a full-year fellowship leave at one-half pay may, at their 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.

Where fellowships are terminated upon request under Section 25.3 (b)5, 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.

(c) The University agrees to request the appropriate retirement system to credit the period of the fellowship as service for retirement purposes. The period of the fellowship leave shall be credited for increment purposes.

(d) Nothing contained in this Article shall be construed to diminish or impair the rights of an employee appointed to July 1, 1965, of the benefits of the Bylaws as they existed on July 1, 1965, with respect to sabbatical leaves of absence.