

THE CITY UNIVERSITY OF NEW YORK

THE CITY COLLEGE OF NEW YORK

2022-2023 Fellowship Leave Award Application

Eligibility: Tenured members of the instructional staff, as well as 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. (PSC/CUNY Collective Bargaining Agreement, Article 25.3.)

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 at 80% of the bi-weekly salary rate, or (2) one-half year at 80% of the bi-weekly salary rate, or (3) one-half year at 100% pay. One-half year Fellowship Leaves at full pay are competitive. See Section III of this application for more information.

Instructions and Deadlines: Applications for both Fall 2022 and Spring 2023 Fellowship Leave Awards must be submitted to the Office of Human Resources by January 31, 2022 to confirm eligibility. Human Resources will timestamp all applications received whether submitted in printed form or electronically. Human Resources will send approved applications to the corresponding Department Chair. All applications for Fellowship Leave will be reviewed and voted upon during the Spring semester. Following the endorsements of the appropriate Departmental Executive Committee, Divisional P&B, and College-wide Review Committee and the Faculty Committee on Personnel Matters (competitive Fellowship Leaves only) and the recommendation of the College President, a completed Fellowship Leave checklist will be forwarded to the University's Office of the Vice Chancellor for Faculty and Staff Relations for review.

Changes to an Approved Fellowship Award: The instructional staff member should notify the Office of Human Resources, Chairperson, Dean and Provost immediately if he or she decides not to use a Fellowship Leave Award for the dates for which it was approved. A new application must be submitted for the new dates requested following the same process outlined above.

I. Personal Data

Name:

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:

Office telephone:

E-mail Address:

II. Fellowship Leave Information

A. Duration and dates of the proposed Fellowship Leave

(Check **one** only and please indicate semester (s) for which you are applying)

____ Full year/ 80% annual salary Semester 1:

Semester 2:

____ Half year/ 80% bi-weekly salary rate Semester:

____ Half year/100% bi-weekly salary rate (Competitive) Semester:

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

Dates Type of Leave Purpose

From: to:

From: to:

From: to:

⇒ If applying for a half-year Fellowship Leave at 100% pay, skip to Section III.

C. 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):

D. Briefly describe any activities which you have undertaken and/or completed to date in conjunction with the proposed Fellowship Leave:

E. List the location(s) where the activities associated with the proposed Fellowship Leave will occur:

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 College 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:

III. Applications for Half-Year Fellowship Leave at 100% Pay Only.

If applying for a Fellowship Leave for one or two semesters at 80% salary, skip this section and proceed to Section IV.

The City College of New York intends to award one Fellowship Leave for one semester at full pay during the 2022-2023 academic year. The leave may be taken in either Fall 2022 or Spring 2023.

The College awards this single one-semester sabbatical at full pay on a competitive basis.

The request should be for academic (scholarly, pedagogical, or creative) work that will:

- a. enhance the individual as a scholar, teacher, or performing or visual artist;
- b. bring prestige and benefit to the College through the faculty member's subsequent service; and
- c. provide substantial improvement to pedagogy and curriculum.

There should also be a strong likelihood that the project would not be possible without the leave.

Applications for the one-semester Fellowship Leave at full pay **must** be accompanied by a current *curriculum vitae* and a research statement of no more than three pages. The research statement must explain the relationship between the project and the applicant's background and future professional activities as well as the intellectual significance of the proposed work and the contribution it will make to the candidate's academic field in one or more of the categories outlined above.

If the leave is to be taken at another institution, please provide a supporting letter from that institution and include information from Section II.E above.

Following the endorsements of the appropriate Departmental Executive Committee, Divisional P&B, applications for a one-semester Fellowship Leave at full pay are forwarded to the Faculty Committee on Personnel Matters and to the College-wide Review Committee for review, after which each body submits a recommendation to the President.

If a member of the instructional staff who is applying for a competitive one-semester leave at full pay, wishes also to be considered for a leave at 80% of the annual salary rate if not awarded a one-semester leave at full pay, he/she must file two separate fellowship leave award applications.

The application and accompanying materials must be received by the Human Resources Office no later than **January 31, 2022**.

IV. 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% salary, I may, at my option, upon written notice to the College 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. Before the end of the fall or spring semester following the expiration of my Fellowship Leave (except leave for purpose of restoration of health), I shall submit to the Office of Human Resources a summary, in writing, of my relevant activities during the leave, with copy to my Chairperson, Dean and Provost.
7. I may terminate a full-year fellowship leave after one semester upon written notice to the President (by March 30, 2022 to cancel the leave for the subsequent fall 2022 semester, and by October 30, 2022 to cancel the leave for the subsequent spring 2023). This termination relieves the University of any obligation to further claims for the second half of the leave. I will be eligible for another fellowship leave after six years of service following the termination of my leave.

Signature of applicant: _____

Date: _____

Personal data *during* the Fellowship Leave:

Address: _____

Telephone Number: _____

Email Address: _____

Fax Number: _____

V. Confirmation of Eligibility by the Director or Deputy Director of Human Resources

Signature

Date

VI. To be completed by the Department Chairperson

Briefly describe how the applicant's stated purpose for 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 Department Executive Committee:

Approved/ Not Approved: _____

Name of Department Chairperson: _____ Academic Title: _____

Signature: _____ Date: _____

VII. Divisional Personnel and Budget (P&B) Committee Action

Decision of the Divisional Personnel and Budget Committee:

Approved/ Not Approved: _____

Name of Divisional P&B Committee Chairperson:

Signature

Date

VIII. College-wide Review Committee Action

Decision of the College-wide Review Committee (Personnel and Budget):

Approved/Not Approved: _____

Name of Provost

Signature

Date

IX. College President's Recommendation

Recommended/ Not Recommended: _____

President's Signature

Date

Or

Name of President's Designee

Signature

Date