

## **Checklist for Applications for Fellowship Award**

### **Note:**

- Applications accepted only once per academic year in fall (Deadline \* Dec. 2).
- While on leave, the faculty member is expected to devote his/her time and energy to the purpose for which the leave was granted. **As a general rule, employment within or outside of the University during leaves is prohibited**, unless such involvement is integral to the purpose for which the leave is granted, or there is a compelling justification and may be engaged in only with prior approval of the president. See section III.7 Attestation of Applicant on page 3 of the application and section 7. Academic Leaves and Multiple Positions on page 13 of the [Code of Practice Regarding Instructional Staff Academic Leaves](#) (attached to the RFP email).
- [Code of Practice Regarding Instructional Staff Academic Leaves](#) – Please read for complete details on eligibility, types, review and approval, reporting, calendar leave dates, terminating leave and compensation.
- Submit form to: [provost.eforms@lehman.cuny.edu](mailto:provost.eforms@lehman.cuny.edu) with a copy to [Edna.Norman@lehman.cuny.edu](mailto:Edna.Norman@lehman.cuny.edu) and [Deborah.RhemJackson@lehman.cuny.edu](mailto:Deborah.RhemJackson@lehman.cuny.edu)

Faculty Name: \_\_\_\_\_

School \_\_\_\_\_ Department \_\_\_\_\_

1. Confirmation of Eligibility from HR (Z. Rosa) attached.      Yes      or      No

2. Previous Fellowship or Scholar Incentive Leave?      Yes      or      No

a) If **Yes**, copy of last Leave Report attached?      Yes      or      No

3. Pay Rate, duration and dates of proposed leave completed?      Yes      or      No

### **Fellowship Award Information**

#### **Duration and dates of the proposed leave:**

Full year at 80% of biweekly salary rate      Semester \_\_\_\_\_      Semester \_\_\_\_\_

Half year at 80% of biweekly salary rate.      Semester \_\_\_\_\_

Half year at full pay      Semester \_\_\_\_\_

**Checklist for Applications for  
Fellowship Award - continued**

- |  |     |    |    |
|--|-----|----|----|
| a) If <b>non-consecutive semesters</b> , justification included?                         | Yes | or | No |
| 5. Lehman CV (Updated/Most Recent) attached?   | Yes | or | No |
| 6. Detailed description of proposed scholarly activity<br>and/or Research Plan attached? | Yes | or | No |
| 7. Is leave at another Institution?  | Yes | or | No |
| a) If <b>Yes</b> , Letter of Support attached?   | Yes | or | No |
| 8. Application Signatures & Approvals:   |     |    |    |
| a) Faculty Member's Signature  | Yes | or | No |
| b) Chair's Signature   | Yes | or | No |
| c) P&B approval documented.  | Yes | or | No |
| d) Dean's Signature  | Yes | or | No |

**Office of Academic Personnel**

Date Received: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Application Complete?      Yes      or      No

If no, follow-up and result (describe): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Confirmation of Completed Application –

Emailed to Applicant (Date): \_\_\_\_\_