

Checklist for Applications for Fellowship Award

Please attach the checklist when you submit your completed application.

Note:

- Applications are accepted only once per academic year, in the fall [Submission Deadline * Dec. 1, 2026].
- 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 chair/dean-approved package to:** Edna.Norman@lehman.cuny.edu

Faculty Name: Click or tap here to enter text.

School: Choose an item. Department: Choose an item.

- | | |
|---|---|
| 1. HR's confirmation of eligibility (Z. Rosa) attached? | Yes ☐ or No ☐ |
| 2. Did you include the checklist? | Yes ☐ or No ☐ |
| 3. Previous Fellowship or Scholar Incentive Leave? | Yes ☐ or No ☐ |
| a) If yes , did you attach a copy of your last Leave Report? | Yes ☐ or No ☐ |

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

Semester[s] of the proposed leave:

Full-year at 80% of biweekly salary | **Fall Sem:** Choose an item. **Spring Sem:** Choose an item.

Half-year at 80% of biweekly salary. Semester Choose an item.

Half year at full pay Semester Choose an item.

5. If you are not selected for half a year at 100%, would you be interested in half a year at 80% for the selected semester above? Yes ☐ or No ☐

6. If **non-consecutive semesters**, justification included? Yes ☐ or No ☐

7. Is Lehman's CV (Updated/Most Recent) attached? Yes ☐ or No ☐

=> Include your itemized SETLs from the past four years in your Lehman CV.

8. Detailed description of the proposed scholarly activity and/or Research Plan attached? Yes ☐ or No ☐

9. Is leave at another Institution? Yes ☐ or No ☐

a) If **Yes**, Letter of Support attached? Yes ☐ or No ☐

10. Application Signatures & Approvals:

a) Faculty Member's Signature Yes ☐ or No ☐

b) Chair's Signature [Use fillable signature page] Yes ☐ or No ☐

c) P&B approval documented [Use fillable page] Yes ☐ or No ☐

d) Dean's Signature [Use fillable page] Yes ☐ or No ☐

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Date Received: Click or tap to enter a date.

Reviewed by:

Is the application Complete? Yes ☐ or No ☐

If no, follow-up and result (describe Click or tap here to enter text.

Confirmation of Completed Application: Click or tap here to enter text.

Email to Applicant (Date)Click or tap to enter a date.