

Guidance for Fellowship Leave Request

College-Wide Personnel & Budget Committee

Applying for Fellowship Leave at Hostos Community College requires a single required form to be completed by the applicant – the **CUNY Application for Fellowship Award** form. In addition, applicants will share the specific details of the proposed project in a separate PDF document.

Hostos College Website | [Reappointment, Promotion, & Tenure](#)

PSC-CUNY Website | [Article 25: Research, Fellowship, and Scholar Incentive Awards](#)

CUNY Application for Fellowship Award Form

Points to Highlight

- Form found on the Hostos website in the Reappointment, Promotion & Tenure section
- Eligibility Confirmation by HR is **Required**. The application should be approved by Human Resources before being presented to the Chairperson and CWP&B for approval.
- Section to be Completed by Department Chair is **Required**
- It is recommended that Faculty should include their most recent **CV** with their application.
- Faculty members must submit a **summary of their leave** within 30 days of returning from leave.

How to Present your Proposed Project

- Complete what you can within the CUNY Application for Fellowship Award form itself and expand on the information requested in an additional PDF document:
 - Categorize as Research, Improvement of Teaching, and/or Creative Work in Literature or the Arts. More than one section can be included in a single Fellowship Leave Application.
 - Describe the Purpose of your proposed Fellowship Leave [Section B]. This is your opportunity to fully describe your proposed project including a brief literature review that frames it.
 - Include a Timeline of how you will use your Fellowship Leave. A suitable framework might list the month with project goals and deliverables that will be accomplished during that time. [Section C]
 - Describe any Activities you have already undergone towards the purpose of your leave. This section will provide context for your project within your greater research, teaching, and/or creative practice. [Section D]
 - List any Locations where the activities of your Fellowship might occur. [Section E]
 - Describe any outside Sponsorship [Section F]

Frequently Asked Questions

What do I need to write in the Fellowship Leave Application?

Each applicant should make sure that their application includes Sections B through F. A complete application is required for the College-Wide Personnel & Budget Committee [CWP&B] to understand the full scope and goals of your proposed project. Please remember that the CWP&B is composed of members of the wider college community – many of whom have expertise outside of your discipline – and so describe your project and its goals with that in mind.

Must I have a book deal, funded fellowship, or research award to receive Fellowship Leave?

No. Faculty receive Fellowship Awards for a multitude of projects. Even so, it is recommended that applicants make connections between the goals of the proposed project and outcomes that will support future dissemination of the work including journal articles, conference presentations, and gallery shows. Faculty should clearly articulate the impact their project will have on the field of which they are an expert.

Can I propose a completely new project for Fellowship Leave?

It is recommended that previously submitted projects have something novel that would justify the new Fellowship Leave request. This change in the parameters of the project should be clearly articulated and explained in a new proposal that contains substantive revision and new material.

Why might one not be granted a Fellowship Leave?

First, Fellowship Awards might be denied based on limited funds available. The Awards are granted at the discretion of the President in consultation with the Provost based on the college budget. Second, Fellowships might not be awarded if the CWP&B does not see connections between the proposed project and its outcomes. In order to avoid this scenario, applicants should make clear how they propose to disseminate their work. Outlets can include journal articles, conference presentations, gallery shows, and film festivals.

Will I receive feedback on my Fellowship Application if denied?

Yes, your Department Chair will provide you with feedback from the CWP&B. As the CWP&B meetings are confidential, your Department Chair will focus what they share on opportunities to provide clarity and/or connections within your proposal using the attached form.

Fellowship Leave Request Feedback

Department Chairs are invited to use this form to document feedback for faculty applying for Fellowship Leave Request.

Purpose of the Proposed Project

Is the purpose of the proposed project clear? Was it written in a way that faculty and staff in other disciplines can understand? Was the methodology clearly outlined and explained? Was the relevance of the project clear to the faculty's expertise?

Applicant's Preparedness for Fellowship Leave

Does the timeline effectively communicate when goals and/or deliverables will be completed? Does the application outline the readiness level of the project? Does the timeline discuss the applicant's resource requirements and needs in relation to the parameters of the leave? How can the timeline be improved to better communicate this information with the CWP&B?

Location / Sponsorship / Dissemination

Does the application make clear what support the project has from outside organizations? Does the application make clear how the project outcomes will be integrated into future scholarly work, teaching, and/or creative works?

Institutional and Departmental Considerations

Does the application make clear that the department can adequately support the leave?

Recommendations and Final Comments

Outline the overall evaluation of the Fellowship Leave request. Provide any suggestions for improvement (if applicable).