

MEMORANDUM

April 12, 2007

REVISED

TO: Labor Designees
Directors of Human Resources

FROM: Raymond F. O'Brien

SUBJECT: Review of Fellowship Leaves

Attached please find the revised Fellowship Leave Application and Checklist that reflect the changes negotiated in the 2002-2007 PSC/CUNY collective bargaining agreement. As set forth in my May 23, 2003 memorandum, in its ongoing effort to streamline and simplify processes, the Office of Faculty and Staff Relations (OFSR) no longer pre-audits fellowship leave applications before the leaves are submitted via the Chancellor's University Report to the Board of Trustees for approval.¹ Colleges should no longer send the fellowship leave applications to OFSR. Instead, the colleges now review and approve the leave requests, and, if approved, submit only the attached checklist to OFSR before entering the leave on the Chancellor's University Report. The checklist is to be completed by the College Human Resources Department or other appropriate department upon review of the Fellowship Leave Application, which has been approved by the appropriate Personnel and Budget Committees and the President or his/her designee. This checklist should be submitted electronically, although hard copies will be accepted. The procedures for submitting the checklist follow:

Electronic Submission

To retrieve the form, click "Faculty and Staff" and then click "Fellowship Leave Forms" under "Forms for Faculty and Staff." Please download and save the form (a Word template) to your computer. Next, fill in the necessary information and save it in a manner identifying Fellowship Leave (FL), your college and the individual (e.g., FL-HNTR-Smith). Finally, e-mail a copy of the checklist only to:

¹ Applications for half-year, full-pay fellowship leaves and applications for Scholar Incentive Awards continue to be reviewed by the Office of Academic Affairs.

Jerry Rothman ([mail to: Jerry.Rothman@mail.cuny.edu](mailto:Jerry.Rothman@mail.cuny.edu))

at OFSR. The e-mail must be sent by a senior Human Resources Manager or other appropriate college designee, previously identified to me, and should state:

A Fellowship Leave Application for <**applicant's name**> has been approved by my office and this college. The Application will be retained by this department and the attached checklist verifies that the relevant information has been thoroughly reviewed by me.

Hard Copy Submission

If unable to send the checklist electronically, you may print the form, type the appropriate data, sign the checklist and send it to: The Office of Faculty and Staff Relations, The City University of New York, 535 East 80th Street, New York, NY 10021, attn: Jerry Rothman. The completed checklist may also be faxed to his attention at (212) 794-5667.

It is hoped that this change in review procedures will facilitate and expedite the review and approval of fellowship leaves. However, it becomes even more important that **the colleges ensure that the leaves that they approve and submit to the Board of Trustees for approval via the Chancellor's University Report are in accord with University policies and practices.** The Office of Faculty and Staff Relations will remain available to provide technical assistance in evaluating particular requests and will, periodically, audit the colleges' practices with respect to fellowship leaves.

Please call me at (212) 794-5386 or Jerry Rothman at (212) 794-5626 if you have any questions.

Attachments (HR Checklist, Fellowship Leave Application)

c: Vice Chancellor Brenda R. Malone
Chief Academic Officers