

Fellowship Leave Application Checklist

Required forms may be downloaded from [Faculty Leaves](#) page of the Provost's Office for Faculty and Administration website. Do not use old forms from previous years.



Applicant Checklist

All applications for Fellowship Leaves beginning in the Fall 2026 or Spring 2027 semester must be submitted to the department chairperson **no later than October 3, 2025**. This includes both applications for the 80% leaves and for the full-pay leave.



Application Form

- ✓ Section I – Personal Data
- ✓ Section II – Fellowship Leave Information
 - Please note the following:
 - Question B1: Provide a brief summary of the purpose of your proposed leave. Do not write “See attached.”
 - Question B2: A more detailed description, as an attachment, is required.
- ✓ Section III – Attestation of Applicant
- ✓ Supplement/Clarification Form (pg. 5)

Note: Do not try to fill out the form in your web browser. It will not work properly and you will be unnecessarily frustrated. Download / Save as the fillable PDF form and use Adobe Acrobat to complete the form.



Current CV

Submit your updated CV separately via Dropbox as a supplement to your application. – This is a link to submit your CV **ONLY**. Applications sent to this folder will not be processed.

- ✓ [Submit Your CV Here!](#)



Department Chair Checklist

Applications approved by the department Appointments Committee must be submitted, along with the cover sheet, to Human Resource Services (c/o **Ms. Peggy Sainté** at psainte@brooklyn.cuny.edu) no later than October 24, 2025. Applications received in HRS after the deadline will not be accepted.



Application Form

Review all sections for completeness and accuracy. Make corrections with applicant, as needed.

- ✓ Section IV – Alignment and Department Coverage
- ✓ Section V – Recommendation of the Appointments Committee



Cover Sheet

Complete Section 1 of the Academic Leave Summary (cover sheet).

Note: The October 24 hard deadline for HRS submission is to ensure adequate time for review prior to the December 4 College P&B Meeting.



Submit as a Single PDF

Once the Appointments Committee review is complete and the application is signed, we ask that the department to submit the materials for each applicant as a single PDF—in the following order:

1. Cover sheet / Academic Leave Summary
2. Application Form
3. Detailed project description [i.e., response to Section II, Item B2]
4. Other attachments provided by the applicant (not common)

Combining these items into one file will make sure no elements are missing and what is being submitted is a complete application packet. The applicant will submit their CV via Dropbox separately. Do not include it in the application materials you send to Human Resource Services.

How do I combine files?

Using the **Combine Files** tool in Acrobat:

1. **Open Acrobat:** Launch the Adobe Acrobat application on your computer.
2. **Locate Combine Files:** Go to the "Tools" tab and find the "Combine Files" option.
3. **Add Files:** Click "Add Files" and select the PDF documents you want to combine. You can also drag and drop files into the designated area.
4. **Arrange Files:** If necessary, rearrange the order of the files by dragging them to the desired positions.
5. **Combine:** Click the "Combine" button to merge the files.
6. **Save:** Save the newly created PDF file.

Take a look at this [Adobe Acrobat Tutorial](#) for more details.



What if I can't get this to work?!

Print everything out and use your department office's Copier/Scanner to scan everything as one file.