



INSTRUCTIONAL STAFF FELLOWSHIP LEAVE ACTIVITY REPORT

Pursuant to CUNY Code of Practice regarding instructional staff academic leaves, within 30 days of the expiration of fellowship leave, the staff must submit a written report to the Chairperson on the recipient’s activities during the fellowship leave.

NAME: _____ **TITLE:** _____

DEPARTMENT: _____

DATE OF APPOINTMENT TO COLLEGE: _____

TITLE AT TIME OF INITIAL APPOINTMENT: _____

DATE TENURE OR CCE WAS AWARDED: _____

DATES OF LEAVE: **From:** _____ **To:** _____

Describe in detail activities undertaken during the approved fellowship leave period. Attach copies of the published or unpublished work product (*i.e. journal article, research, research findings, publisher’s acceptance letter*) as applicable.

A. Name of the Project:

B. Nature of Work:

C. Contributions to professional field:

D. Indicate how long term professional objectives have been addressed by the project:

E. Location where project was implemented, authorities consulted and/or constituencies involved:

F. Description of financial support received:

FACULTY'S SIGNATURE: _____ **DATE:** _____

CHAIRPERSON'S SIGNATURE: _____ **DATE:** _____

DEAN'S SIGNATURE: _____ **DATE:** _____

PROVOST'S SIGNATURE: _____ **DATE:** _____