

## Checklist For Preparing Fellowship Leave Papers

**Due Dates:** Fellowship leave papers are due the year before you are applying to take your fellowship leave. You must apply in the fall semester for leave starting the following fall. You must apply in the spring semester to take leave starting the following spring. Faculty and CLTs are eligible to apply for fellowship leave in their seventh year of service. After completing a fellowship leave, candidates must wait seven years to apply again. Please check the college calendar for specific due dates.

**Audience:** Your fellowship papers will be evaluated first by your chair and department P&B. Only candidates recommended by the department P&B move on to be evaluated by the College P&B and the president. Keep this in mind as you prepare your documents. The College P&B consists of the chairs of all the departments, the provost, and the president. Be sure to carefully proofread, and note that once out of your department, your paperwork will be reviewed by people not familiar with your discipline. If you have questions as you work on your documents, reach out to your chair or mentor who can advise you.

**Requirements:** Candidates must complete the fellowship application, submit a proposal/narrative document, and a current CV. Candidates may apply for a one semester leave at 100% pay (at the president's discretion) or a full year leave at 80% pay. Candidates must complete the [Fellowship Application](#). The fellowship application asks candidates to detail their project. Candidates should prepare a separate narrative delineating what the candidate intends to accomplish on fellowship leave. The department chair must complete their section of the fellowship application as well. The Office of Academic Affairs will take care of obtaining the eligibility check from HR after the department P&B submits the application to OAA. All successful fellowship leave candidates must submit a report after returning to the college.

**CV:** There are two CV templates: one for faculty and one for CLTs. Information on your CV should cover the time you have been in your position at BCC. Formatting and reference style should be in accordance with the practice in your discipline. Please read the instructions on the CV template carefully.

- 1. Are you using the most recent version of CV template for your position?  
[Faculty CV Form](#) / [CLT CV Form](#)
- 2. Have you read "[How to Fill Out Your Curriculum Vitae Form](#)"?
- 3. Have you consulted with your department chair about how to fill out the application, CV or write your proposal/narrative?
- 4. Have you proofread and signed your fellowship leave application and your proposal/narrative?
- 5. Have you proofread and signed your CV? Look out for such things as spelling out acronyms, presenting full citations, and using italics correctly.

If the Department P&B asks you to revise your materials, don't forget to proofread after you have completed the revisions, and sign the CV form.