

## MEMORANDUM

**TO:** Full Time Professorial Faculty

**FROM:** Mary A. Papazian  
Provost and Senior Vice President for Academic Affairs

**RE:** Faculty Development Program for Fall 2012 and Spring 2013

**DATE:** November 9, 2011

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I am pleased to announce the call for proposals for the Faculty Development Program for the academic year 2012 – 2013. This Program provides 3 hours released time for faculty to pursue a piece of research or scholarship. Faculty who previously received an award must submit a progress report of the work, if reapplying. Preference will be given to tenured and tenure-track faculty who do not have released time available to them from other sources.

Applications through Cayuse and fully approved by the Departmental Chair and School Dean must be received electronically by the Office of Research & Sponsored Program no later than Wednesday, December 14, 2011. Given the need for department chairs to prepare teaching schedules for the Fall 2012 semester we ask that you notify your chair as soon as possible if you plan to apply. Cayuse is available at <https://lehman-cuny.cayuse424.com>.

Funding will be provided for adjunct replacement for approved proposals. **Please note that proposals creating an overload will not be funded unless the overload situation can be corrected through consultation with the department chair and school dean prior to the beginning of the award.**

Cc: Dean Timothy Alborn  
Dean Harriet Fayne  
Dean Marzie Jafari  
Dean Edward Jarroll  
Associate Dean Sharon Freedberg  
Associate Dean Gaoyin Qian  
Departmental Chairs  
Ms. Stephanie Endy  
Ms. Raisa DeJesus