Application Process

Time-table for 2021 (exact due dates may vary somewhat from year to year; See Faculty Handbook section 11.4)

Oct 5	Proposals due electronically from applicants at 4:30 PM (first Tuesday in October)
Oct 12	Dean and Department chair's evaluation due (second Tuesday in October)
Nov 1	Subcommittee reports due to Full Committee (Monday before first Wednesday in November)
Nov 3	Benefits Committee finalizes recommendations (first Wednesday in November)
Nov 10	Additional Benefits Committee meeting to finalize recommendations (if needed)
Dec 1	Full Committee report to Provost (fixed date each year)
Dec 24	Provost notification to applicants (fixed date each year)

Instructions:

1. Download application information: http://facultysenate.nku.edu/committees/benefits.html

SABBATICAL LEAVES

2. Due first Tuesday of October.
   Send completed application via e-mail attachment (PDF (preferred), Word document, RTF file)
   a. The Benefits Committee Chair through Grace Hiles (hilesg1@nku.edu)
   b. The Department Chair / supervisor
   c. The College Dean

3. Due second Tuesday of October.
   a. Department Chair / supervisor sends evaluation letter via e-mail to the Benefits Committee Chair through Grace Hiles (hilesg1@nku.edu) (cc: applicant, Dean)
   b. College Dean sends evaluation letter via e-mail to the Benefits Committee Chair through Grace Hiles (hilesg1@nku.edu) (cc: applicant, Department Chair / supervisor)
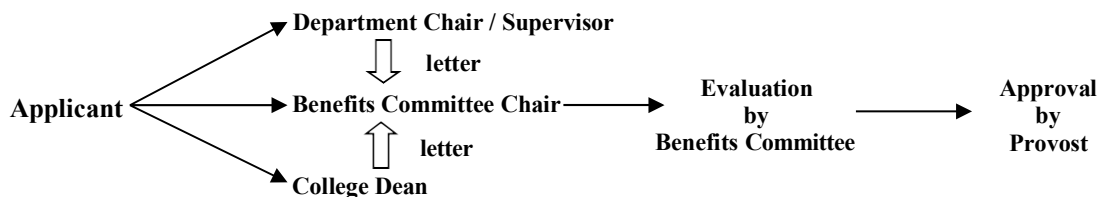
FELLOWSHIPS AND PROJECT GRANTS

2. Due first Tuesday of October.
   Send completed application via e-mail attachment (PDF (preferred), Word document, an RTF file)
   a. The Benefits Committee Chair through Grace Hiles (hilesg1@nku.edu)
   b. The Department Chair / supervisor

3. Due second Tuesday of October.
   a. Department Chair / supervisor sends evaluation letter via e-mail to the Benefits Committee Chair through Grace Hiles (hilesg1@nku.edu) (cc: applicant, Dean)
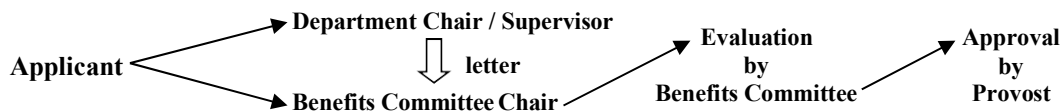
Final Report:

Final reports are required for all awards. It consists of a summary abstract of about 250 words written for a general audience, a one to two page detailed summary, and a photo of the faculty member sent as e-mail attachments to the Office of the Provost, C/O Jason Vest (vestj3@nku.edu), who will distribute them to the appropriate Dean, Chair/Supervisor, and the Faculty Senate Office. The abstract and photo will be published in the annual Faculty Development Program Brochure published by the Provost's Office.

Final Report Deadlines:

Sabbatical:	Within 2 months after completion
Project Grant:	Upon completion
Fellowship:	September 1