

**NEW YORK CITY COLLEGE OF TECHNOLOGY**

**Inter-Office Memorandum - Academic Leaves**

TO: Sandra C. Gordon, Esq.  
Executive Director - Office of Faculty and Staff Relations/Labor Designee

FROM: \_\_\_\_\_, Chair

DATE:

RE: Conference with

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On \_\_\_\_\_, I held a conference with \_\_\_\_\_.

I informed him/her that the Department Appointments Committee met on \_\_\_\_\_ and \_\_\_\_\_ recommended / \_\_\_\_\_ did not recommend approval of his/her application for Fellowship Leave/Scholar Incentive Leave for the \_\_\_\_\_ academic year.

Signature  
Chairperson  
Department Name

I have read and have been given a copy of the above report and so signify with my signature below. I understand that I may attach any additional comments to this document.

Candidate's Name

Signature

Title

Date