**Checklist for Applications for**

**Scholar Incentive Award [SIA]**

***Include the checklist with your completed application.***

**Note:**

* Applications are accepted only once per academic year in the fall (Deadline \* Dec. 04, 2024).
* Untenured faculty awarded and accepting an SIA leave will have their tenure clock extended by 1 year, as an SIA serves as a bridge if it is immediately preceded by full-time continuous service creditable for tenure or a Certificate of Continuous Employment. See section 2.6 Creditable Service in the [Code of Practice Regarding Instructional Staff Academic Leaves](http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/central-office-human-resources/policies-procedures/CodeofPractice_AcademicLeavesofAbsence_Final08062013_2.pdf).
* While on leave, the faculty member is expected to devote his/her time and energy to the purpose for which the leave was granted. **As a general rule, employment within or outside of the University during leaves is prohibited,** unless such involvement is integral to the purpose for which the leave is granted, or there is a compelling justification and may be engaged in **only with prior approval of the President [page 13].** See section III.7. Attestation of Applicant on page 3 of the application and section 7. Academic Leaves and Multiple Positions on page 13 of the [Code of Practice Regarding Instructional Staff Academic Leaves](http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/central-office-human-resources/policies-procedures/CodeofPractice_AcademicLeavesofAbsence_Final08062013_2.pdf) (attached to the RFP email).
* [Code of Practice Regarding Instructional Staff Academic Leaves](http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/central-office-human-resources/policies-procedures/CodeofPractice_AcademicLeavesofAbsence_Final08062013_2.pdf) – Please read for complete details on eligibility, types, review and approval, reporting, calendar leave dates, terminating leave, and compensation.
* Submit form to: provost.eforms@lehman.cuny.edu with a copy to Edna.Norman@lehman.cuny.edu

Faculty Name:

School: Choose an item. Department Choose an item.

1. Confirmation of Eligibility from HR (Z. Rosa) attached? Yes [ ]  or No [ ]

2. Did you include the checklist? Yes [ ]  or No [ ]

3. Previous Fellowship or Scholar Incentive Leave? Yes [ ]  or No [ ]

a) If **Yes,** copy of the last Leave Report attached? Yes [ ]  or No [ ]

4. Duration and dates of proposed leave completed. Yes [ ]  or No [ ]

**Scholar Incentive Award Information**

**Duration and dates of the proposed leave:**

[ ]  Full year **Fall Semester** Choose an item. **Spring Semester**: Choose an item.

[ ]  Half-year **Semester** Choose an item.

5. Is Lehman’s CV (Updated/Most Recent) attached? Yes [ ]  or No [ ]

6. Detailed description of the proposed scholarly activity

 and/or Research Plan attached? ` Yes [ ]  or No [ ]

7. Is leave at another Institution? Yes [ ]  or No [ ]

 a) If **Yes**, Letter of Support attached? Yes [ ]  or No [ ]

8. Application Signatures & Approvals:

 a) Faculty Member’s Signature Yes [ ]  or No [ ]

 b) Chair’s Signature [**Use fillable signature page**] Yes [ ]  or No [ ]

 c) P&B approval documented. [**Use fillable page**] Yes [ ]  or No [ ]

 d) Dean’s Signature [**Use fillable page**] Yes [ ]  or No [ ]

**Office of Academic Personnel** **Use Only**

Date Received: Click or tap to enter a date.

Reviewed by: Click or tap here to enter text.

Is the application Complete? Yes [ ]  or No [ ]

If no, follow-up and result (describe): Click or tap here to enter text.

Confirmation of Completed Application Click or tap here to enter text.

Email to Applicant (Date): Click or tap to enter a date.