

Checklist for Applications for Scholar Incentive Award (SIA)

Note:

- Applications accepted only once per academic year in fall (Deadline * Dec. 2).
- Untenured faculty awarded and accepting a SIA leave will have their tenure clock extended by 1-year, as a 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.
- 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. 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 (attached to the RFP email).
- Code of Practice Regarding Instructional Staff Academic Leaves – 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 and Deborah.Rhemjackson@lehman.cuny.edu

Faculty Name: _____

School _____ Department _____

- | | | | |
|--|-----|----|----|
| 1. Confirmation of Eligibility from HR (Z. Rosa) attached. | Yes | or | No |
| 2. Previous Fellowship or Scholar Incentive Leave? | Yes | or | No |
| a) If Yes , copy of last Leave Report attached? | Yes | or | No |
| 3. Duration and dates of proposed leave completed? | Yes | or | No |

Scholar Incentive Award Information

Duration and dates of the proposed leave:

____ Full year	Semester 1 ____	Semester 2 _____
____ Half year	Semester _____	

**Checklist for Applications for
Scholar Incentive Award (SIA) - continued**

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| 4. At least 75% of salary supported by an outside grant? | Yes | or | No |
| a) If NO , to (2) letters of evaluation and endorsement solicited by College, from “two outside experts attached? | | | |
| | Yes | or | No |
| 5. Lehman CV (Updated/Most Recent) attached? | Yes | or | No |
| 6. Detailed description of 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 | Yes | or | No |
| c) P&B approval documented. | Yes | or | No |
| d) Dean’s Signature | Yes | or | No |

Office of Academic Personnel

Date Received: _____

Reviewed by: _____

Application Complete? Yes or No

If no, follow-up and result (describe): _____

Confirmation of Completed Application –
Emailed to Applicant (Date):
