List of Application for Scholar Incentive Award (SIA)

Note:
- Applications accepted only once per academic year in fall (Deadline * Dec. 1).
- 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 [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 (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

<table>
<thead>
<tr>
<th>Scholar Incentive Award Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration and dates of the proposed leave:</td>
</tr>
<tr>
<td>_____ Full year      Semester 1 _____      Semester 2 _________</td>
</tr>
<tr>
<td>_____ Half year      Semester _________</td>
</tr>
</tbody>
</table>

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

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):
   ___________________________________________