

**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, 2025).
- 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](#).
- 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: 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**, did you attach a copy of your last Leave Report? 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 ☐

➤ Add the last 4 years of SETLs to the bottom of your Lehman CV.

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:

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

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