**Checklist for Applications for**

**Scholar Incentive Award [SIA]**

***Include a checklist with the completed application!***

**Note:**

* Applications are accepted only once per academic year in the fall (Deadline \* Dec. 01, 2024).
  + **Please submit a complete application, not individual pages.**
* 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](mailto:provost.eforms@lehman.cuny.edu) with a copy to [Edna.Norman@lehman.cuny.edu](mailto:Edna.Norman@lehman.cuny.edu)

Faculty Name: Click or tap here to enter text.

School: Choose an item. Department Choose an item.

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 the 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 **Fall Semester** Choose an item. **Spring Semester**: Choose an item.

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

**Scholar Incentive Award (SIA) - continued**

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

5. Detailed description of the proposed scholarly activity

and/or Research Plan attached? ` Yes  or No

6. Is leave at another Institution? Yes  or No

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

7. 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.

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