

SCHOLAR INCENTIVE AWARD (SIA)
ELIGIBILITY REQUIREMENTS FOR SIA

1. For a Scholar Incentive Award, you must be a full-time member of the instructional staff in the title of professor, associate professor, assistant professor, instructor or lecturer.
2. You must have completed not less than one full year of continuous paid full-time service with the University before becoming eligible for a SIA.

NOTE: If a Scholar Incentive Award is immediately preceded by full-time continuous service creditable for tenure or a Certificate of Continuous Employment or Fellowship Award and immediately followed by such full-time continuous service, the period of creditable service immediately preceding the SIA shall be counted in computing the years of service required for the granting of tenure, Certificate of Continuous Employment or Fellowship Award. You do not have to be tenured or possess the CCE to be eligible for a SIA.

TERMS OF THE SIA

1. The SIA can be taken for not less than one semester and not more than one year.
2. A candidate may be compensated for up to 25% of annual salary rate. The 25% rate applies whether you take the award for a semester or a year. If your annual salary is \$40,000 and you take the award for a year, your compensation for the year is \$10,000. With the same salary, if you take the award for a semester your compensation for the semester is \$5,000.
3. The total amount of money earnable with outside support and the University salary (under the SIA) may not exceed 100% of the annual salary rate that you would have received without the SIA.
4. The amount may be less than 25% if the amount of any outside fellowship and grant support received would result in earnings above 100% of salary.

PURPOSE OF SIA

The only purpose of the Award is to facilitate bona fide and documented scholarly research. Other projects of proposals (e.g., meeting of degree requirements, study, service outside the University) or reasons (e.g., professional, career, personal) will not be considered for the SIA.

UNIVERSITY GUIDELINES UTILIZED
IN APPROVING APPLICATIONS FOR SIA

1. Bona fide and documented scholarly research is defined as original inquiry into any academic discipline recognized by the University as well as original creative work in the arts. The application must evidence a direct relationship between the proposed research or creative work and the applicant's preparation and achievements.
2. Documentation of the bona fide research must include one or both of the following:
 - a. A minimum of two letters supporting the project, solicited by the College from experts outside of the institution.
 - b. Materials substantiating outside funding or support for the project. Such funding is defined to mean funds obtained from independent granting agencies outside of the City University and its affiliated research agencies.

PROCEDURES FOR APPLYING FOR SIA

1. Submit the completed application form to the Office of the Associate Dean of Academic Affairs for Personnel and Development. Simultaneously submit a copy to your Department Chairperson.
2. The application must be approved by your Departmental Personnel and Budget Committee and by the College Personnel and Budget Committee. It must also be approved by the President. Applications not approved by the President will not be forwarded to the CUNY Board of Trustees.
3. The Chancellor will review the application and make a recommendation to the Board.

Date _____

INSTRUCTIONAL STAFF
APPLICATION FOR SCHOLAR INCENTIVE AWARD

Instructions to the Applicant:

Please complete this application and forward it to your Department Chairperson. Approval is required by the Departmental Personnel and Budget Committee, College Personnel and Budget Committee, the Vice President of Academic Affairs and the President of the College. Please consult your Department Chairperson for filing deadlines.

Name _____ Social Security Number _____

Department _____ Title _____

Retirement System:

ERS

TRS

TIAA

Date of your application _____ to your present title _____
to the College _____ with tenure or CCE _____

I hereby apply for a Scholar Incentive Award in accordance with the provisions of the current agreement between CUNY and the Professional Staff Congress/CUNY.

Proposed dates of leave: from _____ to _____

(Please list all previous leaves of absence for one semester or more during the last six years, including Fellowship Leaves, Leaves Without Pay, etc.)

<u>Purpose</u>	<u>Dates</u>
_____	_____
_____	_____
_____	_____

***Statement of Purpose:** This Award may be granted only to facilitate bona fide and documented scholarly research. Please attach the detailed description of the Project, as well as evidence, if any, of funding.

*See attached sheets

A. Applicant's preparation and significant contributions in the field of activity with which the project is concerned:

B. Relation of project to long-range professional objectives:

C. Location where project will be carried on, and authorities to be consulted (if study is to be involved, state name and location of institution):

D. Arrangement for financial support (complete details must be supplied):

E. Please attach your curriculum vitae to this application.

If granted this Scholar Incentive Award, I shall continue to serve at least one full year following my return. I likewise agree to submit to the Chairperson of the Department, the Vice President of Academic Affairs and to the President, a report in writing, immediately upon my return to the College, outlining work accomplished during the period of the leave.

Signature of Applicant _____ Date _____

To be completed by the Department Chairperson:

Proposed arrangements for coverage during leave period:

Recommendation of Dept. P&B: Approved Not Approved Date _____

Signature of Dept. Chairperson _____

Date _____

Recommendation of College P&B: Approved Not Approved Date _____

Signature of Vice President
of Academic Affairs _____

Date _____

Recommendation of the President to the Board:

Signature of President
or Designee _____ Date _____

Action by CUNY Board:

_____ Approved _____ Not Approved

For College Personnel Office Use _____ Date Received _____

Date PAR Submitted _____

Date of Chancellor's Report: _____

Date of submission of Report upon return from leave _____

Agreement Sect. 25.5
9/96