

THE GRADUATE SCHOOL AND UNIVERSITY CENTER

Date \_\_\_\_\_

Distribution:

**INSTRUCTIONAL STAFF**  
**APPLICATION FOR SCHOLAR INCENTIVE AWARD**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSTRUCTIONS:** Faculty member completes application and forwards it to the Executive Officer. The request is then forwarded for necessary approvals to the program's Executive Committee, the Academic Review Committee, and the President.

Name \_\_\_\_\_

Soc. Sec. No. \_\_\_\_/\_\_\_\_/\_\_\_\_

Program: \_\_\_\_\_

Title \_\_\_\_\_

Retirement System:

\_\_\_\_\_  
ERS

\_\_\_\_\_  
TRS

\_\_\_\_\_  
TIAA

List previous leaves of absence (for a semester or more during the past six years) (including Fellowship, Sabbatical, leave without pay).

Purpose

Dates

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I hereby apply** for a Scholar Incentive Award in accordance with pertinent provisions of the Bylaws of the Board of Trustees and the agreement between CUNY and the Professional Staff Congress/CUNY.

Proposed dates of leave:

From \_\_\_\_\_ To \_\_\_\_\_

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 out; 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, including verification of funding from independent granting agencies outside of the City University and its affiliated research agencies).

E. Please attach your curriculum vitae to this application.

**Affirmation:** If granted this Scholar Incentive Award, I shall continue to **serve at least one full year** following my return. I also agree to submit to the Executive Officer of the program and to the Provost a **report, in writing**, immediately upon my return to The Graduate Center, outlining work accomplished during the period of the leave.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Address during leave

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Phone Number \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail \_\_\_\_\_

F. Proposed arrangements for coverage during leave period (to be completed by the Executive Officer)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Executive Officer \_\_\_\_\_ Date \_\_\_\_\_

Recommendation of Executive Committee

\_\_\_\_\_  
\_\_\_\_\_

Signature of Provost \_\_\_\_\_ Date \_\_\_\_\_

(Chair, Academic Review Committee)

Recommendation of the President to CUNY Board of Trustees

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of President or Designee \_\_\_\_\_ Date \_\_\_\_\_

Action of Board of Trustees:

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

For Office of Human Resources Use	_____ Date Received
Date PAF submitted	_____
Date of Chancellor's Report	_____
Date of submission of faculty member's report upon return from leave	

**Professional Staff Congress/CUNY and the City University of New York Agreement  
(February 1, 1996-July 31, 2000)**

Excerpt from Article 25: Research Fellowship and Scholar Incentive Awards

25.5 Scholar Incentive Awards

Scholar Incentive Awards of not less than one semester nor more than one year shall be established for full-time personnel in the following titles: Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, University Professor, Distinguished Professor, and Medical Series. The only purpose of these Awards shall be to facilitate bona fide and documented scholarly research. Other projects or proposals (e.g., meeting of degree requirements, study, service outside the University) or reasons (e.g., professional, career, personal) shall not be considered for these Awards.

The application in the form of a plan shall be submitted to the appropriate departmental committee and, if approved, to the college committee on faculty personnel and budget. If the latter committee approves, it shall forward the application to the President with its endorsement. Such endorsement must state that the work of the department in which the applicant serves can be so arranged as to be carried forward effectively during the period of the leave, and that the work the applicant intends to do is consonant with the principles of the Scholar Incentive Award. Upon positive recommendation of the President, the application shall be forwarded to the Chancellor for review and recommendation.

The following principles for such Scholar Incentive Awards shall apply:

1. A candidate shall be a full-time member of the instructional staff in one of the above titles.
2. A candidate shall have completed not less than one full year of continuous paid full-time service with the University before becoming eligible for a Scholar Incentive Award. A candidate shall be eligible for a subsequent Scholar Incentive Award after six years of creditable service with the University since the completion of the last Scholar Incentive Award. A Scholar Incentive Award may not be held concurrently with a Fellowship Leave.
3. 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 Scholar Incentive Award shall be counted in computing the years of service required for the granting of tenure, Certificate of Continuous Employment, or Fellowship Award.
4. A candidate may be compensated by the University for up to 25% of annual salary rate. The total amount of money earnable with outside support and the University salary may not exceed 100% of the annual salary rate that the person would have received without the leave. 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.
5. The University shall develop guidelines to be utilized in approving applications for Scholar Incentive Awards [see below].

**Guidelines To Be Utilized in Approving Applications for Scholar Incentive Awards**

These guidelines pertain to the criteria to be used by the colleges in reviewing and approving applications for Scholar Incentive Awards under Section 25.5 of the Agreement with the PSC.

To ensure that these Awards are utilized for their intended purposes, “to facilitate bona fide and documented scholarly research,” such research is to be 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.

Documentation for determining the bona fide nature of scholarly research shall include one or both of the following:

1. Materials substantiating outside funding or support for the project. Such funding shall be defined to mean funds obtained from independent granting agencies outside of the City University and its affiliated research agencies.
2. A minimum of two letters supporting the project, solicited by the College from experts outside of the institution.