

CITY UNIVERSITY OF NEW YORK

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 PSC.

In order 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 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.

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

INSTRUCTIONAL STAFF

APPLICATION FOR SCHOLAR INCENTIVE AWARD

Instructions to the applicant:

Please complete this application and forward it to your Department Chairperson. Approval of the Departmental Personnel and Budget Committee is required before this application can be submitted to the Divisional Dean. Divisional Deans are asked to forward completed, signed applications to the Office of the Provost. **Application must include documentation that shows the research project has received outside funding and two letters of support from authorities in the field.**

Name _____ Social Security Number ____ / ____ / ____

Department _____ Title _____

Retirement System:

ERS TRS TIAA

Date of your appointment _____ 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.

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 Dean of Faculty 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 _____ Date _____

To be completed by the Department Chairperson:

Proposed arrangements for coverage during leave period

APPROVALS

Signature of Chairperson
(College P&B Committee) _____ Date _____

Signature of Divisional Dean _____ Date _____

Office of the Provost _____ Eligible _____ Not Eligible

Faculty Personnel and Budget Committee: _____ Recommended _____ Not Recommended

Signature of President
or Designee _____ Date _____

Action by CUNY Board:

_____ Approved _____ Not Approved

Agreement Sect. 25.5

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.