

Queens College

Application for Scholar Incentive Award

To apply for a Scholar Incentive Award, please fill out the appropriate portions of this application and forward it to your department chair for consideration by your department P&B Committee. Please take note of the deadlines. An application for a fall semester Award must be submitted to your chair by November 1 (eg, Nov. 1, 2008 for a leave beginning Sept. 1, 2009). An application for a spring semester Award must be submitted by the preceding March 1. The PSC/CUNY contract, available on the CUNY website, describes the Award conditions. Awards cannot exceed 25 % of the annual salary rate. There must be at least six years of service between Awards. CUNY guidelines, posted on the provost's website, state that substantial outside funding and/or at least two letters of support solicited by the College from outside experts are required.

Department Chair: On endorsement by your department's P&B please fill out Section F of this application and forward it to your divisional dean by November 10 or March 10 as appropriate.

Divisional Dean: Please forward this application to the provost's office for consideration by the College P&B.

Name of Applicant _____ Date _____ 20__

Department: _____ Title _____

Retirement System: ERS _____ TRS _____ TIAA _____

List previous leaves of absence (for a semester or more) during the past six years (including fellowship leaves, scholar incentive awards, and leaves without pay):

Purpose	Dates
_____	_____
_____	_____
_____	_____

I hereby apply for a Scholar Incentive Award in accordance with the 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 _____ 20__ To _____ 20__

A. Your preparation and significant contributions in the field of activity with which the project is concerned (attach separate pages for the following if necessary):

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. Description of external funding (attach documentation); or
____ No external funding. Letters of support from outside experts are attached.

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 provide the Chairperson, Dean, and Provost a **written report**, immediately upon my return to Queens College, outlining work accomplished during the period of the leave.

Signature of Applicant _____ Date _____20____

Address during leave

Phone No. _____ Fax No. _____

E-mail _____

F. Proposed arrangements for coverage of courses and other responsibilities during leave period (to be completed by Department Chair; attach pages if necessary)

Recommendation of Department P&B Committee: Approved _____ Not Approved _____

_____ Date _____ 20____
 Name of Department Chair Signature

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

_____ Date _____ 20____
 Name of College P&B Chair Signature

Recommendation of College President: Approved _____ Not Approved _____

Signature of President or Designee _____ Date _____ 20____

Action of Board of Trustees: Approved _____ Not Approved _____

Office of Human Resources Use
Date Received _____ 20____ Date PAF submitted _____ 20____
Date of Chancellor's Report _____ 20____
Date of submission of faculty member's report on return from leave _____ 20____