

Excerpt from
Agreement between The City University of New York
and
Professional Staff Congress/CUNY

Section 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 (and school) committees and, if approved, to the college committee on 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.

Section 25.2 Scholar Incentive Awards (Cont.)

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. 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.

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.

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 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.

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OFSR: 10/86