APPLICATION FOR SCHOLAR INCENTIVE AWARD

New York Institute of Technology

# Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester(s) for which applying for Scholar Incentive Award 🞏 Fall 20\_\_\_ 🞏 Spring 20\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date began full-time employment at NYIT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Rank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenure (yes or no) \_\_\_\_\_\_\_\_\_ Effective Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List all previous leaves of any sort:

Type and Purpose of Each Previous Leave Start Date End Date

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Anticipated address during the period of the Scholar Incentive Award:

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

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Description of Project

On this page and the next please provide a concise description of the intended Scholar Incentive Award activity. Please include the date that the project will begin or began, the present status of the project including any initial work that you have completed, the nature of the proposed project, the names and locations of any authorities or institutions to be consulted during the project, the location(s) at which the project will be conducted, the expected completion date of the project, the expected products of the project (publications, presentations, exhibits, etc.), and the relationship of the project to your long-range professional objectives.

Description of Project (continued)

### Qualifications and Preparation: In the space below, please provide a concise description of your qualifications for this project and your preparation for this project.

### Benefits to NYIT

In the space below, please provide a concise description of the benefits to NYIT of your engaging in this project.

Awards and Grants During Scholar Incentive Award

Below please list and describe any awards and/or research and travel grants that you intend to apply for, or have applied for, or have received for the period of the proposed sabbatical.

### Financial Support During Scholar Incentive Award

Below please list any salary or stipends expected during the period of the proposed Scholar Incentive Award, in addition to your salary from NYIT.

Assurances and Recommendations

I agree to continue to serve NYIT for at least one year after the expiration of my Scholar Incentive Award, and to submit within one month of my return from sabbatical a written report of my Scholar Incentive Award activity to my department chair, dean, and the vice president for academic affairs.

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

Signature of DPC Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

DPC Recommendation: 🞏 Approve⌘ 🞏 Disapprove

Signature of SPC Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

SPC Recommendation: 🞏 Approve⌘ 🞏 Disapprove

Signature of Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Dean’s Recommendation 🞏 Approve⌘ 🞏 Disapprove

Signature of VPAA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

VPAA’s Recommendation 🞏 Approve⌘ 🞏 Disapprove

⌘Approval indicates that the signatory affirms 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 award and that the proposed study, research, or work described in the application is consistent with NYIT’s Scholar Incentive Award principles.

* Attach a complete, up-to-date curriculum vitae to this application
* Attach to this application any additional supporting documentation that you wish
* Please ensure that all information in this application is typed.
* Please submit four copies of all application materials to the vice president for academic affairs

# Scholar Incentive Awards

Scholar Incentive Awards provide opportunity for a leave from teaching during a six-year period, and are similar in purpose and function to sabbatical leaves with the following exceptions.

* + Scholar Incentive Awards shall be limited to support of bona fide and documented externally funded and supported scholarly research and creative activity.
  + A Candidate shall have completed not less than one full year of continuous paid full time service with the Institute 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 Institute since the completion of the last Scholar Incentive Award.
  + A Scholar Incentive Award may not be held concurrently with a sabbatical. However, Scholar Incentive Awards and sabbatical leaves may be held in tandem.
  + Application for a Scholar Incentive Award should be made as soon as possible but in any case no later than the semester preceding the semester in which the leave would start. The application process shall be the same as that for sabbatical leave.
  + A candidate may be compensated by the Institute for up to 25% of annual salary rate during the period of the Scholar Incentive Award. The total amount of money earnable with outside support and the Institute salary may not exceed 100% of the annual salary rate that the person would have received without the Scholar Incentive Award. 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. If circumstances change so that a faculty member's financial support expected during his/her Scholar Incentive Award is greater than that reported in his/her Scholar Incentive Award application, the faculty member must advise the President of this immediately.
  + Information about sabbatical leaves can be found in the 2002-2007 NYIT-AAUP Collective Bargaining Agreement, Article XV.1 (page 40).