

## ADJUNCT FACULTY STIPEND FOR COLLEGE-SPONSORED DEVELOPMENT ACTIVITIES

### Guidelines

A fund of \$5,000 has been established to provide stipends for current adjunct faculty to attend college-sponsored faculty development activities. Each adjunct may request up to four \$50 stipends per academic year to attend eligible activities. Requests must have the prior approval of the division dean or director of libraries, as appropriate, and are available on a first-come, first-served basis.

Examples of eligible activities:

- ◆ Workshops, trainings, and other professional development activities
- ◆ Faculty Development Day
- ◆ Faculty Idea Exchange
- ◆ Training sessions provided by Technology Enhanced Instruction (TEI) on specific topics

Examples of activities that are not typically eligible:

- ◆ Assessment days
- ◆ Meetings associated with specific course assignments
- ◆ Activities not relevant to the adjunct's role at the college
- ◆ Activities which occur during time for which the adjunct is already being paid (scheduled class time, office hours, work hours for non-teaching adjunct faculty)
- ◆ Activities accessed from off-campus locations. **Note: For 2020-2021, college-sponsored activities which are being delivered in a remote format are eligible.**

Process:

A *REQUEST FOR STIPEND – Adjunct Faculty College-Sponsored Development Activity* form must be submitted at least one week, but no more than one month, prior to the event. All requests will be reviewed by the dean or director of libraries, and adjuncts will be notified of the status of their request by email. Within 2 weeks of completion of the approved activity, adjunct faculty are required to submit verification of completion of the activity (Part 2 of the application). Approved stipends will then be paid after confirmation of attendance is submitted.

There is no limit to the number of adjuncts who can request a stipend for a particular development activity; however, once the \$5000 fund is exhausted, additional requests will not be funded.