

## ADJUNCT FACULTY COLLEGE-SPONSORED DEVELOPMENT ACTIVITIES

### Process for approval of an activity for eligibility for all adjuncts (Lightbulb Process)

AAC has developed a process by which those creating professional development activities may submit their programs for review to determine whether they merit a designation indicating that all adjuncts are eligible to receive a stipend for participation. The purpose of the process is to facilitate the sharing of information regarding activities for which all adjunct faculty may receive a stipend and provide activity leaders with timely and consistent information regarding who will be eligible for the stipend.

The process to be followed is:

- Event planner submits to **Renee Henry** information regarding the event including:
  - Title of event
  - Description of activities/content
  - Intended target audience(s)
  - Date of event
- The proposal will be reviewed within two weeks by AAC members, and the event planner will be informed whether the event is approved for all adjunct faculty.
- Approved events will be designated with the symbol below, indicating all adjunct faculty who attend can receive a stipend (subject to other limits outlined in the guidelines).



*This symbol denotes that an activity is eligible for funding as an Adjunct Faculty College-Sponsored Development Activity for **ALL** adjunct faculty. To receive full approval, adjunct faculty must also complete and submit individual applications for funding through the regular process.*

- Please submit the proposed event no fewer than **three weeks** before the activity date.

Note below the information provided to adjunct faculty in the guidelines developed for this fund which illustrates the type of activities likely to be eligible and those not generally eligible for the funds. Note that activities which are not deemed eligible for *all* adjunct faculty may be eligible for *some* adjunct faculty, as the definition of “faculty development” is dependent to some degree on the area in which the adjunct teaches or provides services. If your project does not receive a lightbulb, individual adjunct faculty may still confer with their deans to determine if the activity is eligible for them.

#### ***From the guidelines for Adjunct Faculty Stipend for College-Sponsored Development Activities:***

Examples of eligible activities:

- Workshops, trainings, and other professional development activities
- Faculty Development Day
- Faculty Idea Exchange
- Training sessions provided by Instructional Systems Technology (IST) on specific topics
- Note: For 2023-2024, college-sponsored activities which are being delivered in a remote format are eligible.

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)