Ancillary Activity Stipend Application For Adjunct Faculty (Credit/Noncredit)

Guild Contract, Article VIII, Section 16, Subsection E, which states, "Stipends should not be awarded to individuals for work that is claimed for flex."

The Guild and College agreed in 2004 to establish a fund to encourage adjunct faculty to become more involved in college life, specifically to participate in areas such as curriculum development, governance, and student organizations (as advisors). While many adjuncts do participate in these activities, providing a stipend to partially reimburse the Adjunct for their time was seen as positive step to enhance Adjuncts awareness and preparation for leadership and/or full-time positions. Categories for consideration include, but are not limited to:

- Curricular Development Projects
- Division/Department Activities (not used for flex)
- Governance Activities/Committees
- Accreditation Committees
- Master Planning Committees and Subcommittees
- Program Review Committee
- Academic Senate Executive Committee
- Grant Writing/work on a grant
- Advising Student Organizations
- Joint guild/district Task Force Assignment
- Preparation and Presentation for Staff Development

Criteria for funding:

- 1. Relationship or relevance to the college priorities determined through the shared governance process.
- 2. Ability and experience of the applicant.
- 3. Appropriateness of the funding requested. Note: The committee may increase or decrease funding request.

Stipends are awarded for merit in \$250 increments not to exceed \$1,500 per activity, based on a written application, and there is a \$25,000 budget.

Submission Instructions

- 1. Submit the application with any attachments by email to michaelr@glendale.edu
- 2. Forward a copy to your Division Chair
- 3. Keep a copy for your records

The application is on the next page.

Application available online http://www.glendale.edu/guild Select the "Adjunct Faculty" link.

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Academic Year of _____-

Name:
E-mail Address
Division/Department:
Are you receiving any other compensation for this project such as a Stipend or Release Time?
Yes or No
Person to Whom You Will Report
Title of Work or Committee Name:
Are you applying for funds for the Fall or Spring Semester or Both?
Description of Work:
If this is for a markly a more time time along along a long for horses and detection of more times.
If this is for committee participation please clarify hours and dates of meetings:
TT 1 1:1 :11 1 1:1: : (2
How many hours did or will you spend on this project?
Chair of the committee
Chair of the committee:
Places provide a detailed description of your project that appropriately matches the hours you
Please provide a detailed description of your project that appropriately matches the hours you have stated above. You may also include skills, ability language has a that is relevant to the
have stated above. You may also include skills, ability, knowledge base that is relevant to the
project, activity or committee (Applicants may attach additional information such as letter of invitation from the supervising college personnel.):
invitation from the supervising conege personner.).
Stipend Amount Being Requested (please check):\$250\$750\$1,000
\$1,250 \$1,500

Your stipend should be based on a \$50 per hour estimate to the nearest increment above.

(e.g., I'm writing a grant that will take me 5 hours to write; 5 hrs X \$50=\$250...I'll ask for a \$250 stipend. Or, I'm serving on the Virtual Intelligence Committee for one year, 10 meetings at 3 hours each time (10 X 3hrs=30; 30 X \$50=\$1,500...I'll ask for a \$1,500 stipend.)

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