Staff Development

**Adjunct Professional Learning Event Funding Request Form**

1. **Division**: **Department**:

2. **Faculty Contact Person**:

3. **Division Dean e-Signature**:

4. **Proposed Professional Learning Event**:

5. **Proposed Date and Time**:

6. **Goals** (describe or list):

7. **Activities/Schedule** (describe or list):

8. **Evaluation** (How will you assess the event’s success? via Staff Development evaluation forms or other method?):

9. **Proposed Budget**:

|  |  |
| --- | --- |
| **ITEM** | **AMOUNT** |
| Stipends for adjunct instructors to attend the event (generally calculated at the base professional expert pay of $25 per hour) |  |
| Professional expert pay for faculty who might be planning and facilitating the event  (calculated as follows: each hour of workshop time = 2 hours prep time + 1 hour of facilitation time at professional expert rate of $55 per hour.) |  |
| Hospitality (if the event will be in-person) |  |
| **TOTAL** |  |

*Reminders about conditions for paying adjunct faculty stipends:*

*1 The event must take place during an intercession between semesters.*

*2. A list of participant names must be submitted as a board agenda item at a board meeting prior to the event.*

*3. Division staff will work together with Staff Development to arrange Prof. Expert contracts for full-time faculty and stipend memo for BOT approval*