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

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 up to $1,000 for semester- or year-long projects, based on a written application, and there is a $10,000 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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(Credit/Noncredit)

Academic Year of _____-_____

Name: _____
E-mail Address _____
Division/Department: _____
Are you receiving any of the following:

Stipend Released time

Person to Whom You Will Report: _____
Title of Work or Committee Name: _____

Description of Work:

_____

_____

If this is for committee participation please clarify hours and dates of meetings:

_____

Chair of the committee: _____

Hours needed to complete this work or committee responsibility: _____
Skills, ability, knowledge of the applicant relevant to the project, activity or committee (Applicants may attach additional information such as letter of invitation from the supervising college personnel.):

_____

Stipend Amount Being Requested (please check): ___$250 ___ $500 ___$750 ___ $1,000

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 4 hours to write; 4hrsX$50= $200…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 (10X3hrs=30; 30X$50=$1,500…I'll ask for a $1,000 stipend.)

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