

Adjunct Professional Development or Governance Compensation Request

Employee Name _____ HANK ID (on pay advice) _____

If you are asking for reimbursement for more than one activity, please complete a separate form for each activity. All documentation must be submitted to Human Resource by May 15 of the fiscal year in which the activity was completed, with the exception of activities completed during the spring semester. With the exception of Senate or Council service, this form should be submitted as soon as possible after the activity has been completed or the reimbursable expense has been incurred. Payment will generally be made within two paydays of submission.

Reimbursement paid through payroll (GL # 13-00-000-5407-210310 (taxable))		
<input type="checkbox"/>	Attending a Faculty Organization, School, or Department meeting - \$50. This form must be signed by the presiding official at the meeting. Subject to a \$500 per semester limit.	Hours _____ Payment _____
<input type="checkbox"/>	Serving on a standing or ad hoc committee or task force - \$25 per hour up to a maximum of \$500 per semester for committee service or \$1,000 per semester for service on a task force. This form must be signed by the committee chair and the backside of this form – “Verification of Professional Development or Governance Activity – must be completed.	Hours _____ Payment _____
<input type="checkbox"/>	Senior Adjunct serving on the Faculty Senate or the Academic, Coordinating, or Operations Councils: compensation for a year of service shall be equal to 47 contact hours at the Senior Adjunct’s current lane and salary step (non-teaching adjuncts are paid at the teaching rate for this service). This form must be signed by the presiding official of the senate or council.	Hours _____ Payment _____
<input type="checkbox"/>	On campus professional development activities sponsored through the Center for Teaching Innovation and Excellence (including the Professional Issues Conference) or training offered through eLearning/Academic Services - \$25 per hour up to a maximum of \$300 per fiscal year. This form must be signed by the person leading the activity and the backside of this form – “Verification of Professional Development or Governance Activity” – must be completed.	Hours _____ Payment _____
<input type="checkbox"/>	Preparing to Teach Online - \$300 payment upon completion. This form must be signed by the Manager of E-Learning.	Hours _____ Payment _____
<input type="checkbox"/>	New Hire Mentor Training - \$25 per hour up to a maximum of \$100 upon completion. This form must be signed by the person leading the training and the backside of this form – “Verification of Professional Development or Governance Activity” – must be completed.	Hours _____ Payment _____
<input type="checkbox"/>	Senior Adjunct Serving as a New Hire Mentor - \$50 for the semester, \$25 for the second, \$25 for the third. May be extended to the fourth and fifth semester. This form must be signed by the Dean or Associate Dean.	Semester _____
Reimbursement paid through Accounts Payable (GL # 13-00-000-5407-218615) (Non-taxable)		
<input type="checkbox"/>	Conference Registration (Proof of attendance, date of attendance and receipts required) or purchase of books, periodicals, software or professional organization membership dues (official receipts required). This form must be signed by the Dean or Associate Dean of your school. Payments are subject to a \$400 maximum per fiscal year (ends June 30)	Amount _____
<input type="checkbox"/>	Fee for periodic exam required for continued or new certification in a discipline that you teach, or are otherwise employed to practice. This form must be signed by the Dean or Associate Dean of your school. Payments are subject to a \$100 maximum per fiscal year (ends June 30)	

Requesting Employee’s Signature _____

Approved by: _____
Signature
Title/Role
Date

Authorized by: _____
Assistant Director of Human Resources
Date

Verification of Professional Development or Governance Activity

1. Which activity are you requesting compensation for? (Check One)
- Serving on a standing or ad hoc committee or task force
 - An on campus professional development activity sponsored by the CTEI
 - New Hire Mentor training
 - Other _____

2. What is the name of the committee or task force? Also, provide a brief description.

3. Compensation Calculation: New Hire Mentor Training

New Hire Mentor Training – \$25 per hour up to \$100 maximum: _____ hours

4. Compensation Calculation: PIC or CTEI-sponsored professional development activity

On campus PIC/CTEI professional development activities are compensated at \$25 per hour up to an annual maximum of \$300.

\$25 times _____ (the number of hours spent in the professional development activity) equals \$_____. Record this amount on the appropriate line on page one.

5. Compensation Calculation: Committee Service (subject to a \$500 per semester maximum) or Task Force Service (subject to a \$1,000 per semester maximum). Record the amount on the appropriate line on page one.

Compensation for committees or task forces that meet less than five hours per semester is \$100 per semester

Compensation for committees or task forces that meet between five and nine hours per semester is \$150 per semester

Compensation for committees or task forces that meet between ten and 19 hours per semester is \$250 per semester

Compensation for committees or task forces that meet twenty or more hours per semester is \$500 per semester

Additional hours being requested for special additional service over and above scheduled meeting times. Time spent reading meeting minutes and other documents does not count as "special additional service." Number of additional hours being requested _____ times \$25 plus the amount from the box checked above equals a total compensation request of \$_____. Provide a description of the special additional service:
