

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

This application corresponds to Article VIII, Section 16 E, of the Collective Bargaining Agreement.

### Definition of Ancillary Activities

The Guild and the Glendale Community College District have established a fund to encourage adjunct faculty to become more involved in college life and enhance adjuncts' awareness and preparation for leadership and/or full-time positions.

Categories for consideration include, but are not limited to:

- Curricular Development Projects
- Learning Outcome Assessment Cycle Activities Outside of Contractual Obligations
- Division/Department Activities (not used for flex)
- Governance Activities/Committees
- Accreditation Committees
- Master Planning Committees and Subcommittees
- Program Review Committee
- Academic Senate or an Academic Senate Assignment
- Hiring Committees
- Grant Writing/working on grant
- Advising Student Organizations
- Task Force Assignments
- Preparation and Presentation for Staff Development

### Criteria for funding:

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

Stipends shall be disbursed in 2-hour increments, paid at \$65 an hour non-instructional rate not to exceed \$1,495 per activity.

An Ancillary Activities Stipend Completion Form shall be completed and forwarded to the designee of the appropriate Vice-President and forwarded to Payroll for payment processing to occur in the next payroll cycle.

### Submission Instructions:

1. Complete the application form and be sure to discuss your participation with your Division Chair.
2. Submit the application with signature approvals and any attachments by email to Dean Katie Datko, [cdatko@glendale.edu](mailto:cdatko@glendale.edu).
3. Forward a copy to your Division Chair.
4. Keep a copy for your records.

The application is on the next page.

Form available online <http://www.glendale.edu/guild>, select the "Adjunct Faculty" link.

**GCC Ancillary Activity Stipend Application for Adjunct Faculty  
(Credit/Noncredit)**

**Academic Year of \_\_\_\_\_ - \_\_\_\_\_  
(Must be submitted electronically)**

Name: \_\_\_\_\_ GCC E-mail Address: \_\_\_\_\_

Division Chair: \_\_\_\_\_ Division: \_\_\_\_\_

Are you receiving other compensation for this project such as a Stipend or Released Time? Yes \_\_\_ No \_\_\_

Person to Whom You Will Report: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Title of Work or Committee Name: \_\_\_\_\_

Description of Work: *Additional information can be attached.*

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

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Chair of the Committee: \_\_\_\_\_

How many hours will you spend on this project? \_\_\_\_\_ (per week/month/semester)

Please provide any additional information or description of your project that appropriately matches the hours you have stated above. You may also include skills, abilities, specific expertise, or knowledge base that are relevant to the project, activity or committee (Applicants may attach additional information such as letter of invitation):

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Stipend Amount Being Requested (please check one): 23 hours maximum per activity or project

<input type="radio"/> \$130 (2 hrs) ___	<input type="radio"/> \$650 (10 hrs) ___	<input type="radio"/> \$1,170 (18 hrs) ___
<input type="radio"/> \$260 (4 hrs) ___	<input type="radio"/> \$780 (12 hrs) ___	<input type="radio"/> \$1,300 (20 hrs) ___
<input type="radio"/> \$390 (6 hrs) ___	<input type="radio"/> \$910 (14 hrs) ___	<input type="radio"/> \$1,430 (22 hrs) ___
<input type="radio"/> \$520 (8 hrs) ___	<input type="radio"/> \$1,040 (16 hrs) ___	<input type="radio"/> \$1,495 (23 hrs) ___

Your stipend should be based on a \$65 per hour estimate to the nearest increment above. (Examples: I'm writing a grant that will take me 2 hours to write; 2hrs x \$65= \$130. I'll ask for a \$130 stipend. Or, I'm serving on the Virtual Intelligence Committee for the academic year that meets 5 times each semester for an hour and will ask for \$325 each semester or \$650 for the entire academic year. Or, I'm revising two courses and will take 23 hours to complete the project and will ask for \$1,495).

IMPORTANT REMINDERS per Faculty Guild Contract:

- Ancillary Activities are exempt from and do not count towards calculating eligibility for full-time, contract or regular status. (Education Code Section 87482.5)
- Stipends awarded to adjunct faculty to perform Ancillary Activities, as outlined in Article VIII, Salaries, Section 16 E, shall not be construed as contributing to the basic load of the Adjunct Faculty member receiving them.
- Stipends are not awarded for work that is claimed for flex as described in Article VI, Section 6, Release Time Assignments and Section 23, Flex Hours, of the Collective Bargaining Agreement

Please provide signatures below:

**Adjunct Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Person You Reported To For This Project** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Division Chair** \_\_\_\_\_ **Date:** \_\_\_\_\_

*For submission instructions, please see previous page.*