

Faculty Stipend Evaluation Criteria

(to be completed by the faculty member with the appropriate administrator)

Stipend: Generally defined as payment for work performed supplemental to the instructional program (i.e., forensic coach, dance director or choreography, TV/radio program producer, music director, etc.).

Completion and submission of this form is the process by which information is gathered regarding a potential new stipend and the approval of that stipend. The completed form should be forwarded to the Associate Vice Chancellor of Human Resources.

1. Evaluate the work / time / expertise to determine:

- a. Is the work instructional in nature? Yes No
If *yes*, the matter should be referred to the campus Curriculum Committee for examination of options including adding hours, developing or modifying a class and/or lab opportunities.
If *no*, continue.
- b. Does the work support the goals of the campus / district and supersede efforts of a normal faculty member's contributions of time devoted to campus / collegial interaction. *REMINDER: Our full-time faculty compensation is based upon a 40 hour work week (15 hours of instruction, 15 hours of preparation, 5 hours of office hours, and 5 hours of college contribution). A stipend is intended for those activities beyond the 40 hours.* Yes No
If *no*, refer to professional responsibility section in LRCFT contract (Article 8.4 – Professional Responsibilities) to provide faculty members with framework / rationale.
If *yes*, continue.

2. Does the work involve any of the following: (may use additional pages as necessary)

- a. District liability factor (travel arrangements, use of facilities, etc.). Indicate factors as applicable.

- b. Under the supervision of a manager, monitoring specialized budgets. Indicate the budget and accounting complexity as applicable.

- c. Coordination with outside agencies. Indicate if facilities, products, and/or services require arrangements / contracts.

- d. Fund raising and/or public relations / marketing / advertising. Indicate that work is above and beyond that which a faculty member would normally do to promote the campus, department, etc., as part of their college contribution time.

- e. Student supervision. Indicate the time involved outside of office hours and time that focuses on student evaluation and/or coaching. *REMINDER: Faculty do not supervise other staff or student employees.*

- f. Special conditions and/or unique characteristics. Indicate those items deemed important that are not included in above categories, if any.

- g. Time commitments / allocations for this work (which is above classroom / service time, prep and campus / collegial interaction time) to support the stipend. (Please refer to 1b above.)

3. a. Define requested stipend and provide title.

b. List and define the responsibilities of the requested stipend.

4. Define recommended maximum stipend with anticipated minimum outcomes / semester (performances, tournaments, productions, editions, exhibits, catering events above the lab, etc.) as well as the appropriate share if efforts ended earlier than expected.

LRCFD References: Article 2 and Appendix A of the LRCFT Contract

_____	_____	_____	_____
College President / Designee Signature	Date	VPI / VPSS Council Date Approved	Date
_____	_____	_____	_____
LRCFT President / Negotiation Chair	Date	Vice Chancellor Signature (verifying date above)	Date

Comments: