

Distance Learning Stipend Request

Article 13.B.3 of the Faculty Agreement states:

13.B.3.a. Adjunct faculty that become SPOT certified will receive a one (1) time stipend of \$500 after teaching a DL course for the first time, retroactive to July 1, 2017.

13.B.3.b. Full-time faculty that develop a new DL course will receive a one (1) time stipend of \$500 after teaching the new DL course for the first time, retroactive to July 1, 2017.

Primary Employment Status		Date: Division:	
	•		
Professor:	A#:	Берагипени.	
ADJUNCT FACULTY:			
Date SPOT Certification Comple	ted		
Semester/Year 1 st DL Course Taught:			CRN:
FULL-TIME FACULTY:			
New DL Course Approved:			_
Semester/Year New DL Course Taught:			_ CRN:
I confirm the information to be stipend will appear on the follow		the request will be se	ent to payroll. The
EMPLOYEE SIGNATURE:			Date:
DISTANCE LEARNING (DL) VERI	FICATION:		
Library & Learning Resources Division Dean/Associate Dean			Date:
-	Print Name	Signature	
VICE PRESIDENT/ASSOCIATE VI	CE PRESIDENT OF INSTRUCTION	ON:	
		Da	te:
Name	Signature		

Employee

• Fill out employee information: employee status, name, employee identification number, department, division, and date

Adjunct Faculty

- •Indicate date of SPOT completion
- •Indicate semester/year in which the professor taught a DL course for the first time

Full-Time Faculty

- •Indicate the new DL course approved by the Distance Learning Committee
- $\bullet Indicate \, semester/year \, in \, which \, the \, professor \, taught \, the \, new \, DL \, course \,$

Employee

- Sign and date
- Send/walk the form to Library & Learning Resources (LLR) Division Office, Building 6-262 (909) 274-5659

LLR Division

- Verify SPOT certification date for adjunct faculty
- Verify date DL course was taught
- LLR dean/associate dean signs, dates, and sends to Instruction Office

Instruction

- Vice president, associate vice president of Instruction signs, dates, and sends to Payroll for processing.
- Payroll processes the request