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| **Distance Learning Stipend Request** |
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| ***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.* |

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| Primary Employment Status | | Adjunct Faculty | | | | Date: |  |
| (check one) | | Full-time Faculty | | | | Division: |  |
| Professor: |  | | A#: |  | Department: | |  |

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| **ADJUNCT FACULTY:** | | | |
| Date SPOT Certification Completed |  | | |
| Semester/Year 1st DL Course Taught: |  | CRN: |  |

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| **FULL-TIME FACULTY:** | | | |
| New DL Course Approved: |  |  | |
| Semester/Year New DL Course Taught: |  | CRN: |  |

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| I confirm the information to be true and correct. I understand the request will be sent to payroll. The stipend will appear on the following month’s paycheck. | | | |
| **EMPLOYEE SIGNATURE:** |  | Date: |  |

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| **DISTANCE LEARNING (DL) VERIFICATION:** | | | | |
| Library & Learning Resources Division Dean/Associate Dean |  |  | Date: |  |
|  | Print Name | Signature |  |  |

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| **VICE PRESIDENT/ASSOCIATE VICE PRESIDENT OF INSTRUCTION:** | | | |
| Virginia Burley, Ph.D. | | Date: |  |
| Name | Signature |