

Adjunct Professional Development eForm

LOS RIOS COMMUNITY COLLEGE DISTRICT

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HR eForms



HR_TIME eForms



Adj Faculty Prof Development



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eForm Landing Page

Adj Faculty Prof Development

Landing Page

Start an Adj Faculty PD eForm

Evaluate Adj Faculty PD eForm

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View Adj Faculty PD eForm

Adjunct Faculty College Service and Professional Development

The 2023-2026 LRCFT Collective Bargaining Agreement includes an augmentation of the Special Project Payments section of the contract (Article 2.3), allowing an expansion of opportunities for part-time faculty to receive compensation for certain types of college services and professional development work. This is a pilot program that will be monitored by the LRCFT and SRCCD and is subject to revision in subsequent academic years.

- List of approved types of college service and professional development - [Click Here](#)
- All current Adjunct Faculty are eligible *must have a contract for the semester the PD is being submitted for.
- Payment is based on the individual's current class and step on the B2/B3.
- Max 27-hours Districtwide, per academic year (Fall and Spring)
- Forms submitted by the last day of the Fall semester will be paid on February 10 (if the 10th is a weekday), and forms submitted by the last day of the Spring semester will be paid on July 10 (if the 10th is a weekday)
- Forms may be submitted after these deadlines, but late claims will be processed as they are received and may, therefore, not be paid immediately. Forms for Fall and/or Spring will be accepted through August 15 for the prior academic years. **No claims for the prior academic year will be accepted after August 15.**

IMPORTANT NOTES:

1. This college service and professional development opportunity is voluntary. No part-time faculty member is required to perform work beyond the assignment provided on their Tentative Course Schedule (TCS), and part-time faculty performance review may not address service and professional development contributions in their self-study.
2. This college service and professional development opportunity is separate from your Flex obligation. If you have a Flex obligation based on your course schedule (see your TCS), you must fulfill that obligation, and activities counted toward your Flex may not be compensated under this program.
3. This college service and professional development opportunity is separate from the Adjunct Faculty Office Hours Program. Adjunct faculty may choose to participate in either, both, or neither.
4. The 27-hour maximum under this program does NOT include service as a part-time Senator of the Academic Senate or representative on the "student success" committees of the Academic Senate (curriculum, matriculation). Adjunct faculty serving as senate representatives may complete up to 27 hours of college service and professional development in addition to their senate work, if they choose.

Definitions

College Service is defined in Article 4.1.3 of the LRCFT Collective Bargaining Agreement. College Service "may include but not be limited to the following activities": efforts to close the opportunity gaps for students, faculty and staff and other anti-racism and equity related work; advisory committees; college planning processes; professional growth activities such as online and onground instructional skills workshops; developing and assessing student learning outcomes; accreditation work; college sponsored student success initiatives; college outreach activities; division and department meeting; program planning; search and selection committees; performance review teams; sponsoring and supporting student activities; college and district governance; state-wide faculty organization meetings; conferences and workshops; State Chancellor Office task force assignments; and activities of the LRCFT that are reasonably related to college service.

Professional Development is an activity that has as its goals the development of skills, competencies, and personal qualities that will provide the potential for better performance and satisfaction on the job. Professional development helps the college fulfill its mission, values, and commitment to social justice and equity.

NOTE: Not all college service or professional development activities are eligible for compensation under this program. For a list of eligible activities, go to [HR Forms](#)

Due Dates

Forms submitted by the last day of the Fall semester will be paid on February 10 (if the 10th is a weekday), and forms submitted by the last day of the Spring semester will be paid on July 10 (if the 10th is a weekday). Forms may be submitted after these deadlines, but late claims will be processed as they are received and may, therefore, not be paid immediately. Forms for Fall and/or Spring will be accepted through August 15 for the prior academic year. **No claims for the prior academic year will be accepted after August 15.**



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Landing Page – List of Approved Activities

Adj Faculty Prof Development

 Landing Page

 Start an Adj Faculty PD eForm

 Evaluate Adj Faculty PD eForm

 Update Adj Faculty PD eForm

 View Adj Faculty PD eForm

Adjunct Faculty College Service and Professional Development

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List of Approved activities



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Please Note

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Definitions & Due Dates

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Landing Page Options

Adj Faculty Prof Development	
 Landing Page	
 Start an Adj Faculty PD eForm	
 Evaluate Adj Faculty PD eForm	
 Update Adj Faculty PD eForm	
 View Adj Faculty PD eForm	

Start	View	Evaluate	Update
To Start a new eform	To View an eForm without access to making changes or submitting	To Evaluate an eForm for Approval or to Recycle for updates	To make a change to an existing eForm that you haven't approved or submitted



Full 1st Page of eForm

← | ○ | ♥
🔍 Search in Menu

Adj Faculty Prof Development
Form ID 130909 (NEW)

[+](#) Add : Adjunct Faculty College Service and Professional Development Program

Important Note

- Submit one form per Los Rios college/location, per semester, at the end of the semester for which you wish to claim compensation.
- This program is for adjunct faculty only. No one with a full-time faculty assignment at any Los Rios college may submit this form.

Your Information

- The limit for each academic year is 27 hours total, and you will not receive compensation for any hours over that amount.
- Any creditable FTE work that takes your load over 0.75 for a semester is not authorized and will not be compensated.
- Do not submit the form until you have completed all of your college service and professional development work for the semester. Only one form per semester will be accepted for each part-time faculty member at each college.
- If you completed college service or professional development work at more than one Los Rios college, you must submit a separate form for each college. The total number of hours compensated Districtwide may not exceed 27 in an academic year.

Faculty Information

To submit Professional Development activity, please submit one form per term, per location.
 If an Adjunct Faculty member has flex obligation hours, the activities will need to be submitted on the first form submitted for each term.
 To view data from all forms for the academic year, ensure a term is selected. This will enable the Academic Year Totals button, which will open into a modal window.

Emp# ID

First Name

Telephone

Location

*Term

Last Name

Position Number

[Academic Year Totals](#)

College Service and Professional Development Activities

List activities you completed for compensation under the Adjunct Faculty College Service and Professional Development Program.
 In this section, list the college service and professional development activities you completed during the semester. Select the College Service and Professional Development Activity from the Activity ID look up in the grid below.
 If you are an organizer and/or presenter of a professional development activity, you will be paid for twice the number of hours that the event takes. So, for a one-hour event, indicate that you were an organizer and/or presenter and enter two (2) hours. This is to compensate you for the organization and/or preparation time as well as the time you spent at the activity itself.
 DO NOT list hours completed under the Adjunct Faculty Office Hours Program, and DO NOT list hours completed as a part-time faculty Senator in a Los Rios campus Academic Senate. Those programs are compensated separately and work performed under those programs is not included in the 27-hour limit for this program.
 Remember that you may be compensated for a maximum of 27 hours district-wide in the academic year. If you are submitting in the Fall, you may not claim more than 27 hours. If you are submitting in the Spring, you may not claim more than 27 hours minus the total hours you submitted in the prior Fall semester. For example, if you were compensated for 11 hours in the Fall, the most you can claim in Spring is 16 hours.

#	*Date From	Date To (if range)	*Activity ID	Activity Type	*Hours
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00 <input type="button" value="+"/> <input type="button" value="-"/>

College Service and Professional Development Activities Total

Total Form CS PD Hours 0.00

[> Comments](#)

Start an ADJ Faculty PD eForm – Information

Adj Faculty Prof Development

+ Add : Adjunct Faculty College Service and Professional Development Program

Important Notes

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Start an ADJ Faculty PD eForm – Faculty Information

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Empl ID	<input type="text"/>	Last Name	<input type="text"/>
First Name	<input type="text"/>		
Telephone	<input type="text"/>		
Location	ARC	Position Number	<input type="text"/>
*Term	<input type="text"/>		

Academic Year Totals

Term Lookup

Lookup	
Search for: Term	
> Search Criteria	
v Search Results	
 	
1 row	
Term ↑↓	Description ↑↓
1249	Fall 2024



Academic Year Totals button is now active

Empl ID
First Name
Telephone
Location ARC
*Term 1249 Fall 2024

[Academic Year Totals](#)

Clicking Academic year totals

Term	Location	Date From	Date To	Activity Type	Hours	Form ID	Status	Flex or Professional Development
1								

Summary of previously submitted hours and activities

Adjunct with Flex Obligation

Flex Activities

All Flex Activities will need to be included on the first form submitted for each term.

Some adjunct faculty, depending on their schedule, have a Flex obligation. If you have a Flex obligation, you are paid on your first paycheck of the semester for any hours you would have been working with student on Thursday and/or Friday before the semester's official start. You have most of the semester to fulfill your Flex obligation if you have one.

To determine whether you have a Flex obligation, look at your Tentative Course Schedule (TCS). If your TCS does not list a Flex obligation, leave the Flex Activities section blank and go to College Service and Professional Development Activities section.

If you do have a Flex obligation, enter the activities that you completed to fulfill the obligation, along with the date and the number of hours for each activity. Enter the total number of hours in the box marked "Hours". This number must match the Flex obligation from your TCS. Total Hours will calculate in the Total Hours from Flex Activities Grid field.

Your Flex obligation is separate from any work done under the Adjunct Faculty College Service and Professional Development Program. If you do not fulfill your total Flex obligation by the end of the semester, a loss of pay will be processed for the balance.



	*Date From ↑↓	Date To (if range) ↑↓	*Activity ID ↑↓	Activity Type ↑↓	*Activity Description/Notes ↑↓	*Hours ↑↓
1	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	0.00 <input type="button" value="+"/> <input type="button" value="-"/>

Flex Activities Total

Please review your Flex obligation requirement and total submitted hours on this form. These hours must match to submit this form.

Flex Obligation must be met before submitting Professional Development hours.

Total Form Flex Hours 0.00

TCS Flex Obligation for Selected Term 1.60

If a Flex obligation is due this table must be completed prior to the PD table being completed.



Flex Obligation

Flex Activities

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Your Flex obligation is separate from any work done under the Adjunct Faculty College Service and Professional Development Program. If you do not fulfill your total Flex obligation by the end of the semester, a loss of pay will be processed for the balance.



Adjunct must meet Flex hours Prior to entering PD hours

*Date From ↑↓	Date To (if range) ↑↓	*Activity ID ↑↓	Activity Type ↑↓	*Activity Description/Notes ↑↓	*Hours ↑↓
1 <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value="0.00"/> <input type="button" value="+"/> <input type="button" value="-"/>

Flex Activities Total

Please review your Flex obligation requirement and total submitted hours on this form. These hours must match to submit this form.

Flex Obligation must be met before submitting Professional Development hours.

Total Form Flex Hours 0.00

TCS Flex Obligation for Selected
Term 1.60



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Total Flex due and total entered

Flex Activities Total

Please review your Flex obligation requirement and total submitted hours on this form. These hours must match to submit this form.

Flex Obligation must be met before submitting Professional Development hours.

Total Form Flex Hours 0.00

TCS Flex Obligation for Selected
Term 1.60

ADJ Faculty PD eForm – Directions to complete CS & PD

College Service and Professional Development Activities

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ADJ Faculty PD eForm – CS and PD Activities

College Service and Professional Development Activities

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	*Date From ↕	Date To (if range) ↕	*Activity ID ↕	Activity Type ↕	*Activity Description/Notes ↕	*Hours ↕
1	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	0.00 <input type="button" value="+"/> <input type="button" value="-"/>

College Service and Professional Development Activities Total

Total Form CS PD Hours 0.00

> Comments



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ADJ Faculty PD eForm – List Activities completed

1 row

	*Date From ↑↓	Date To (if range) ↑↓	*Activity ID ↑↓	Activity Type ↑↓	*Activity Description/Notes ↑↓	*Hours ↑↓
1	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text" value="0.00"/> <input type="button" value="+"/> <input type="button" value="-"/>

College Service and Professional Development Activities Total

Total Form CS PD Hours 0.00

> Comments

Search

Save

Submit



LOS RIOS
COMMUNITY
COLLEGE DISTRICT

Activity ID Lookup Table

Cancel

Lookup

Search for: Activity ID

> Search Criteria

∨ Search Results

 

6 rows

Activity ID ↑↓	Activity Type ↑↓
CEOA	Campus and Community Engagement and Outreach Activities
CGTS	Cognitive Testing
COMM	College or District Advisory Committee Member
CVAT	Convocation Attendance
LRCF	LRCFT Meeting/Workshop Attendance
WKGM	Workgroup Member



Activity Entry - Example

*Date From ↑↓	Date To (if range) ↑↓	*Activity ID ↑↓	Activity Type ↑↓	*Activity Description/Notes ↑↓	*Hours ↑↓
1 11/01/2024 	11/02/2024 	CEOA 	Campus and Community Engagement and Outreach Activities	Student Week of welcome Activities	10.00  

*Date From ↑↓	Date To (if range) ↑↓	*Activity ID ↑↓	Activity Type ↑↓	*Activity Description/Notes ↑↓	*Hours ↑↓
1 11/01/2024 	11/02/2024 	CEOA 	Campus and Community Engagement and Outreach Activities	Student Week of welcome Activities	10.00  
2 12/01/2024 	12/01/2024 	LRCF 	LRCFT Meeting/Workshop Attendance	MOU.....	4.00  

College Service and Professional Development Activities Total

Total Form CS PD Hours 14.00

Select AA

Displays when the person starting the form is the adjunct or the super user – This is the regular process.

Required when the Administrative Assistant is not the initiator of the form.

Select Approvers

Please select the appropriate Admin Assistant approver from the lookup below.



*Select AA

A rectangular search input field with a magnifying glass icon on the right side.

Adjunct Faculty Certifying contract content

Action Item: Certification

Read the Certification below carefully, then acknowledge that you have read and understand the Certification by selecting Yes in the Form Action Item below.

- I certify that I have completed all the college service and professional development activities listed.
- I understand that I will not be compensated for more than 27 hours of college service and professional development in a single academic year. The 27 hour cap is a Districtwide cap.
- I understand any creditable FTE work that takes my load over 67% for a semester is not authorized and will not be compensated.
- I understand that the college administration may, at its discretion, seek to confirm my participation in all listed college service and professional development activities, and that I may be asked for evidence of participation.
- I understand that an Employment Services Agreement (ESA) and/or a Professional Expert Agreement (PEX) will be generated for this work before payment will be processed.
- If I have a Flex obligation and have not fulfilled it, I understand that a loss of pay will be generated for the unmet obligation.

Adjunct Faculty Acknowledging the Certification

Form Action Items

Acknowledgement	
1	<input type="checkbox"/> No By selecting yes, I acknowledge that I have read and understand the Certification.

> Comments

Submit without certifying if Admin is completing

2	<input type="text" value="12/01/2024"/> 	<input type="text" value="12/01/2024"/> 	<input type="text" value="LRCF"/> 	<input type="text" value="LRCFT Meeting/Workshop Attendance"/>
---	---	---	---	--

College Service and Professional Development Activities Total

Total Form CS PD Hours 14.00

▼ Comments

<input type="button" value="Search"/>	<input type="button" value="Save"/>	<input type="button" value="Submit"/>
---------------------------------------	-------------------------------------	---------------------------------------

Confirmation after Submit

 Add : Results

Form ID 130909 (Pending)

You have successfully submitted your eForm.

The eForm has been routed to the next approval step. Carrie Bray.

[View Approval Route](#)

Transaction / Signature Log

1 row

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	12/20/2024 9:13:45AM	Initiated	W1241406	Kenya Runyan	Submit	

[Refresh Log](#)

[Print](#)

Note:

- You can view the approval route
- Print a copy for your records

Approval Routing Popup – Adjunct or Super User submits

Cancel View Approval Route Done

Review/Edit Approvers

Basic Stage

√ G3FORM_ID=130939 Pending

Basic Path

Pending
Kristina Casper-Denman
[PAGEREC:GSAA_PD_OPRID]

Not Routed
Brian Rickel
PD Department Dean

> Comment History

Submitted by Adjunct
or Super User - Routes
to AA and then Dean
(or Super User if the Adjunct does
not have an assigned Dean or
Manager 2 levels up)

Approval Routing Popup – AA submits on behalf of the Adjunct

In rare cases an Administrative Assistant may need to submit on behalf of an Adjunct. The form then routes directly to the Dean (or Super User if the Adjunct is not assigned to a Dean)

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=130942

Basic Path

 Pending

[Brian Rickel](#)
PD Department Dean >



Approval Routing Popup – No Supervisor in system (2 levels)

Cancel View Approval Route Done

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=130909 Pending

Basic Path

 Skipped	▶	 Pending
No Approvers Found PD Department Dean 12/20/24 9:13 AM	>	Carrie Bray LR_HR_FRM_PD_SUPER >

When an Adjunct does not have a Direct Manager, nor one up to 2 level above, then form routes to a Super User.

Print for your records

Print Selection

Report Name



Landing page –to approve select Evaluate

HR Forms

 Landing Page
 Start an ESA - PEX eForm
 Start an ESA Part 2 Form
 Evaluate an HR eForm
 Update an HR eForm
 View an HR eForm

Welcome to the HR eForms Instructions Page.

Forms available for you to start will be listed on the left. Some eForms may need your approval if a Staff member has started it on your behalf. You will receive an email if you are required to take any action.

To approve a form that has been routed to you, select **Evaluate a HR eForm**.

To update a form that has been returned to you, select **Update a HR eForm**.

To review the status of a form, select **View a HR eForm**.



Evaluate- To Approve, Recycle or Deny an eform

← | 🕒 | ❤️ | 🔍 Search in Menu

HR Forms

Landing Page	Search by:
Start an ESA - PEX eForm	Form ID <input type="text" value="Begins With"/> <input type="text"/>
Start an ESA Part 2 Form	Form Type <input type="text" value="Begins With"/> <input type="text"/>
Evaluate an HR eForm	Form Status <input type="text" value="is Equal To"/> <input type="text"/>
Update an HR eForm	ESA/PEX Number <input type="text" value="Begins With"/> <input type="text"/>
View an HR eForm	Empl ID <input type="text" value="Begins With"/> <input type="text"/>
	First Name <input type="text" value="Begins With"/> <input type="text"/>
	Last Name <input type="text" value="Begins With"/> <input type="text"/>



Search Options

Search by:

- Form ID
- Form Type
- Form Status
- ESA/PEX Number
- Empl ID
- First Name
- Last Name
- Preferred Name

Search by
using the
following
options

Search Clear Save Search

Leave Search option fields blank
and just Search – this will give you
a full list of all ADJ PD eForms
pending your action

