



**Adjunct Faculty College Service and Professional Development Program
PILOT PROGRAM**

Claim Form – See [Instructions](#) on page 3

Your Information ([See Instructions for this section](#))

Employee Name:		Employee ID:	
Division / Department:		Phone:	
Work Location:	<input type="checkbox"/>	I am submitting claim forms for more than one Los Rios location this semester. Please list other Los Rios colleges/locations:	
Semester: <input type="checkbox"/> Fall	Year:	<input type="checkbox"/> Spring*	Year:

* If Spring, enter number of hours compensated in prior Fall semester:
(Total compensated hours for the academic year may not exceed 27 district-wide)

Certification ([See Instructions for this section](#))

- I certify that I have completed all the college service and professional development activities listed on the following page.
- 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.

Faculty Signature:	Date:
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Enter your name and the date above. Email your completed form to the appropriate administrator (for most faculty, this will be your Area Dean) **from your Los Rios email address by the due date**. An email submission from your Los Rios email account shall be equivalent to a signature on this form; you are *not* required to print and sign this form. Any questions should be referred to your appropriate administrator.

For Administrative Use

Number of hours submitted:	Number of hours approved:
Appropriate Administrator's Signature:	Date:

Flex Activities (See Instructions for this section)

Date(s)	List activities you attended to meet your Flex obligation. If your TCS does not list a Flex obligation, go to the next section.	Hours

<p>Total Flex Hours Completed</p> <p><i>This number must match the Flex obligation from your TCS or a loss of pay will be processed for the difference.</i></p>	
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College Service and Professional Development (PD) Activities (See Instructions for this section)

Date(s)	List activities you completed for compensation under the Adjunct Faculty College Service and Professional Development Program.	Hours

<p>Total College Service and PD Hours Completed</p> <p><i>The total number of hours for which you can claim compensation may not exceed 27 hours district-wide per academic year and may not cause your total semester FTE to exceed 67%.</i></p>	
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Adjunct Faculty College Service and Professional Development Program Form

NOTE: This is a pilot program and is subject to revision.

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 meetings; 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, see the list at the end of this document or go to [HR Forms](#).

Instructions

Important Notes

- 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

- Enter your information in this section. Check one (1) box for Fall or Spring semester and select a year from the dropdown menu. Note that you may only participate in this program during semesters in which you have a faculty assignment.
- If you are submitting your form in Spring, enter the number of hours of compensated college service and professional development you completed in the prior Fall semester. 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 67% 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.

[Return to “Your Information” Section](#)

Certification

- Read the Certification section carefully, then enter your name and the date. Adding your name here and submitting this form by email shall be the equivalent of your signature on the document.

- *You must submit the form from your Los Rios email address.* Submit the form to your appropriate administrator. For most faculty, this will be your Area Dean. If you report to a Director or an administrator other than a Dean, submit the form to that administrator. An Employment Service Agreement (ESA) will be created based upon hours submitted and approved. Payment will then be processed.

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.**

[Return to "Certification" Section](#)

Flex Activities

- 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 students 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 the 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 "Total Flex Hours Completed." This number must match the Flex obligation from your TCS.
- Your Flex obligation is separate from any work done under 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.

[Return to "Flex Activities" Section](#)

College Service and Professional Development Activities

- In this section, list the college service and professional development activities you completed during the semester. Refer to the list of activities provided at the end of this document.
- 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.

[Return to "College Service and Professional Development Activities" Section](#)

Adjunct Faculty College Service and Professional Development Program

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 service and professional development work. This is a pilot program that will be monitored by the LRCFT and LRCCD and is subject to revision in subsequent academic years.

An expanded list of approved types of college service and professional development is provided below. All adjunct faculty with a current assignment are eligible to be compensated for these activities at the individual's current class and step on the B2/B3 schedule.

Individual part-time faculty may perform a maximum of 27 hours of compensated college service and professional development, Districtwide, **per academic year**. It may be spread over the two semesters (Fall and Spring) in any combination, or it may be used completely in either semester. You must have an assignment in order to qualify for this program. You may not complete or be compensated for college service or professional development in a semester in which you do not have an assignment.

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 unless the faculty member elects to discuss such 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.

ACTIVITY	STRS- creditable?	FTE- creditable?	How Paid?
Academic Senate	Not available. Service as a representative on the Academic Senate is not part of this program and is compensated separately.		
College or District Advisory Committee Member	Yes	Yes	ESA
College or District Workgroup Member	No	No	PEX
Campus and Community Engagement and Outreach Activities	No	No	PEX
Cognitive Testing	Yes	Yes	ESA

<p>Compliance Training</p> <p>Includes trainings such as:</p> <ul style="list-style-type: none"> ● Internet Security ● Mandatory Reporter ● Sexual Harassment Training 	No	No	College to submit via memo and spreadsheet
Convocation Attendance	Yes	Yes	ESA
Coordinator of Flex Activities	Yes	No	ESA
Curriculum Development (for a for-credit course)	Yes	Yes	ESA
Department-Level and/or Division-Level Meeting Attendance	Yes	Yes	ESA
<p>Flex Events and Workshops</p> <p>Adjunct faculty who do not have a Flex obligation, or who have completed sufficient activities to fulfill their Flex obligation, may be compensated for attending approved Flex events or for viewing recorded Flex events when recordings are available. Requires manager approval.</p>	No	No	PEX
<p>Hiring Committee Member</p> <p>Compensation for interviews and committee meetings, but not for application screening.</p>	Yes	No	ESA
<p>LRCFT Meeting/Workshop Attendance</p> <p>These must be college-related activities. Union-specific workshops (faculty rights; leaves; etc.) do NOT qualify.</p>	Yes	No	College to submit via memo and spreadsheet
<p>Mentor: Internship Program or Student Success and Student Equity</p> <p>E.g., Faculty Diversity Internship Program mentor.</p>	Yes	No	ESA
<p>New Faculty Welcome/Orientation/Academy Moderator, Presenter, Panel Member</p> <p>Orientation means post-hiring, campus level orientations. It does NOT include the orientations provided by Human Resources for new employees.</p>	Yes	No	ESA
Office Hours	Not available. Adjunct Faculty Office Hours are not part of this program and are compensated separately.		
Performance Review Team - Member	Not available. Adjunct faculty participation on Performance Review Teams is not part of this program and is compensated separately.		
<p>Presenter – For-Credit Workshop</p> <p>When performed for students enrolled in a specific course (e.g., Dance Showcase).</p>	Yes	No	ESA

<p>Presenter – Workshop/Orientation for Instructional Program When performed by program faculty.</p>	Yes	No	ESA
<p>Program Development (For-Credit Courses)</p>	Yes	Yes	ESA
<p>Program Learning Outcomes (PLO) Assessment Under normal circumstances, this should be performed by full-time faculty. Part-time faculty may only perform this work for compensation if no full-time faculty are available in the department or area.</p>	Yes	Yes	ESA
<p>Program Review Under normal circumstances, this should be performed by full-time faculty. Part-time faculty may only perform this work for compensation if no full-time faculty are available in the department or area.</p>	Yes	Yes	ESA
<p>Reading and Grading Placement Exams</p>	Yes	No	ESA
<p>Student Internship Development</p>	Yes	No	ESA
<p>Student Learning Outcomes (SLO) Reporting When full-time faculty members are available and have the requisite expertise, SLO reporting should be performed by full-time faculty. When no full-time faculty are available, or when a part-time faculty member is determined by the department to be the most appropriate reporter for a particular course, this task may be performed by part-time faculty. Maximum number of hours should be agreed upon by the Department Chair.</p>	Yes	Yes	ESA
<p>Student Organization/Club (Appointed Adviser)</p>	Yes	No	ESA
<p>Teacher Prep Program</p>	Yes	No	ESA
<p>Website Development - Content-Related Curriculum, Counseling, Guidance.</p>	Yes	Yes	ESA
<p>Workshop Attendance - Mandatory Attendance required by Area Dean.</p>	Yes	No	ESA
<p>Workshop Attendance - voluntary To enhance professional skills; approved Area Dean.</p>	No	No	PEX