

CARES ACT Supplemental Instruction Payment Process Academic Year 2020-2021

CARES Act funds have been made available to provide supplemental instruction during the COVID-19 pandemic to provide additional instruction and support services for students. We understand that online teaching and learning can be challenging, and these resources are being made available to ensure student success and faculty support.

From the United Faculty:

Deans will work with ESL, ENGL, MATH, Sciences, and other departments to determine if instructors have interest in working with part-time faculty in the role of supplemental instructors to support learning in the online environment. Professional Supplemental Instruction (PSI) would be compensated at the OAS rate.

Process:

1. Fill out a request for supplemental instruction that includes:
 - Course name
 - Section number(s)
 - Recommended instructor(s) that will provide the supplemental instruction, and
 - The number of hours that are being requested
2. Email the completed form to Officeofinstruction@losmedanos.edu
3. The supervising dean reviews for approval. Work **should not** start until approval has been received.
4. The part-time faculty member performing supplemental instruction completes a time and effort form for hours worked and submits with the Other Academic Services (OAS) timecard.
5. Email both documents to Officeofinstruction@losmedanos.edu.