

Adjunct Faculty Stipend Process
for CSLO Course Assessment and Updating Course Outlines
Updated February 2021

Adjunct Instructors are paid for conducting a course assessment and/or updating a course outline.

CSLO Course Assessment:

1. The course should be one where only an adjunct is able to teach.
2. The course assessment is sent to the Department Chair and Beth Ann Stone, and copied to the dean. Department Chair informs the Office of Instruction via email: officeofinstruction@losmedanos.edu the course assessment completion.
3. The adjunct instructor submits an electronic timecard (Faculty Variable Service Report-Counseling/Other Academic Service, time card #7129) and a Time and Effort Log. Both of these documents are available under "Time Cards" on the Office of Instruction web page.
 - a) The "other Academic Service" box should be checked, and the course should be listed on the timecard and reflect "course assessment" (i.e. SIGN-050 Course Assessment)
 - b) Position number is L-1193-N4.
 - c) Three hours are allotted per course assessment.
 - d) Email the time card and Time and Effort Log form to the Office of Instruction via email: officeofinstruction@losmedanos.edu
4. The Office of Instruction Staff will forward the time card to the Dean to sign and then to the VPI for signature. The signed time card will be sent to the Business Office for processing.
5. Shondra West will keep a record of payment and track time cards submitted. In addition, she will provide this information to TLC and the VPI.

Updating a Course Outline:

1. The course should be one where only an adjunct is able to teach.
2. The updated course outline is entered into eLumen.
3. The adjunct instructor submits an electronic timecard (Faculty Variable Service Report-Counseling/Other Academic Service, time card #7129) and a Time and Effort Log. Both of these documents are available under "Time Cards" on the Office of Instruction web page.
 - a. The "other Academic Service" box should be checked, and the course should be listed on the timecard and reflect "COOR update." (i.e. SIGN-050 COOR update)
 - b. Position number is L-1193-N4.
 - c. Three hours are allotted per course outline update.
 - d. Email the time card and the Time and Effort Log form to the Office of Instruction via email: officeofinstruction@losmedanos.edu
4. Upon approval of the revised course outline by the Curriculum Committee, the timecard(s) will be processed for payment.
5. The Office of Instruction Staff will forward the time card to the Dean to sign and then to the VPI for signature. The signed time card will be sent to the Business Office for processing. Shondra West will keep a record of payment and track time cards submitted. In addition, she will provide this information to TLC and the VPI.