

Adjunct Faculty Stipend Process

For adjunct faculty completing course assessments or updating course outlines of record

Assessing a course

1. Confer with your department chair regarding any department specific requirements surrounding course assessment and assessment deadlines.
2. If you have never assessed a course before and do not know where to start, ask your department chair for assistance or review (a) and (b) below. If the assessment has been completed already, skip ahead to #3.
 - (a) The [Quick start assessment guide](#) is a PDF document which demonstrates how to find the learning outcomes you are assessing for your course.
 - (b) The [reflection questions](#) word document lists out all the reflection questions you are expected to answer when you assess your course. (These questions are required.)
3. Complete an [electronic time-card](#) and a [Time and Effort log](#).
 - (a) The "Other Academic Service" box must be checked. Also check the "Other" box. (These boxes have been checked for you.)
 - Next to the blank line, write in the course assessed. (See example, using Math 210, below.)
 - (b) Check the LMC box for location. (This has been done for you.)
 - (c) The position number is L-1193-N4 (This has been filled in for you)
 - (d) A maximum of three hours are allotted per course assessment.
 - (e) Email the completed and signed (1) time card and (2) time and effort log to officeofinststruction@losmedanos.edu.
 - (f) 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.

Lastname, Firstname												1234567																																																			
Print NAME (last name first)												EMPLOYEE ID NUMBER																																																			
STATUS <input type="checkbox"/> Regular or Tenure Track Contract Employee												LOCATION: <input type="checkbox"/> CCC <input type="checkbox"/> DIST <input type="checkbox"/> DVC <input checked="" type="checkbox"/> LMC																																																			
<input type="checkbox"/> Temporary Employee																																																															
SERVICE PERFORMED: <input type="checkbox"/> Counselor (Hourly)												Other Academic Service (Hourly check one) <input checked="" type="checkbox"/> Librarian <input type="checkbox"/> Other (Indicate) MATH-210																																																			
<input checked="" type="checkbox"/> Other Academic Service (Hourly check one)																																																															
<input type="checkbox"/> Personnel Related Service (Hourly) – Indicate Service & Rate																																																															
<input type="checkbox"/> Special Program (Hourly) – Indicate Service & Rate																																																															
TIME SERVED:												Position Number L-1193-N4																																																			
MONTH/YEAR May 2023																																																															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL																																
																										3						3																															
(Absence Codes: A-Absent without pay, S-Sick, P-Personal necessity leave, H-Paid Holiday, B-Bereavement leave, I-Industrial Accident or Illness)																																																															
EMPLOYEE Signature Certifies as true and correct																Date																Signature of SUPERVISOR Certifies as true and correct																Date															
7129 revised 3-20 Contra Costa Community College District Faculty Variable Service Report-Counseling/Other Academic Service																																																															
Clear Form																																																															