

# 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) through (d) below. If you have already gathered your assessment data, review (c) and (d) only.
  - (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 [Rubric Table Templates](#) is a word document intended to assist you in the gathering and organizing of your data so that it is ready to input within eLumen. (It is optional to use this document.)
  - (c) The [eLumen Assessment basics](#) is a PDF document walking you through the process of logging into eLumen, transferring your data into eLumen, and answering the reflection questions.
  - (d) 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. Next to the blank line, write in the course assessed. (See example, using Math 210, below.)
  - (b) Check the LMC box for location
  - (c) The position number is L-1193-N4
  - (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 [officeofinstruct@losmedanos.edu](mailto:officeofinstruct@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 <input type="checkbox"/> Temporary Employee															LOCATION: <input type="checkbox"/> CCC <input type="checkbox"/> DIST <input type="checkbox"/> DVC <input checked="" type="checkbox"/> LMC																
SERVICE PERFORMED: <input type="checkbox"/> Counselor (Hourly) <input checked="" type="checkbox"/> Other Academic Service (Hourly check one) <input type="checkbox"/> Librarian <input checked="" type="checkbox"/> Other (Indicate) MATH-210 <input type="checkbox"/> Personnel Related Service (Hourly) – Indicate Service & Rate \$ <input type="checkbox"/> Special Program (Hourly) – Indicate Service & Rate \$																															
TIME SERVED: MONTH/YEAR May 2023															Position Number L-1193-N4																
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																															
<b>Clear Form</b>																															