

ACADEMIC AFFAIRS ADJUNCT FACULTY COMPENSATION IN-HOUSE TRAINING REQUEST

Purposes	Eligibility Requirements for Available Funding	Procedure	Application Notes	Contact Person	Additional Requirements
<p>To attend QCC in-house professional development activities including but not limited to:</p> <ul style="list-style-type: none"> • conferences • workshops • trainings 	<p>Adjunct faculty members who have:</p> <ul style="list-style-type: none"> • successfully completed one semester <p>Compensation info:</p> <ul style="list-style-type: none"> • at the current contractual rate • for up to five hours of professional in-house training per fiscal year • on a first come, first served basis • will not reimburse retroactively <p>Full-time faculty and staff are not eligible.</p>	<p>One week prior to attending QCC in-house event, complete the Academic Affairs Adjunct Faculty application for training compensation.</p> <p>Include the following information about the training and attach information:</p> <ul style="list-style-type: none"> • Title • Date • Time • Location • Sponsor of the event <p>All funding requests must be typed using the typable form. Handwritten documents are not accepted.</p> <p>Submit to: aaprofessionaldevelopment@qcc.mass.edu</p>	<p>Adjunct Faculty Compensation for in-house training opportunities will be compensated at the contractual rate for up to five hours of professional training.</p>	<p>Coordinator of Academic Affairs Professional Development</p> <p>aaprofessionaldevelopment@qcc.mass.edu</p>	<p>Individuals receiving Adjunct Faculty Compensation for in-house training are required to submit proof of attendance following the event and forward to Cathy Sooy at csooy@qcc.mass.edu</p>



**ACADEMIC AFFAIRS ADJUNCT FACULTY APPLICATION
FOR IN-HOUSE TRAINING COMPENSATION**

1. Submit completed application one week prior to the QCC in-house professional development training.
2. Application must be typed. This is a fill-able form. Handwritten documents are not accepted.
3. **Attach information about training**
4. Submit application to: aaprofessionaldevelopment@gcc.mass.edu
5. Applicant will be notified of approval 24 hours before the training.
6. Approved recipients must acquire proof of attendance and forward to Cathy Sooy at csooy@gcc.mass.edu

Applicant Name:		
Date:	Phone:	
Home Address:		
City:	State:	Zip:
QCC Employment Start Date:		
Employment Status: <input type="checkbox"/> Working this semester <input type="checkbox"/> Not working this semester		

QCC Information:
QCC Phone:
QCC Email:
Job Title:
Department:
School/Area:
Supervisor:

Training Information:
Title of Training:
Training Sponsor:
Training Date and Time:
Format: Virtual or In Person
Reason for Attending:

- Compensation is at the current contractual rate. Compensation will be paid for up to 5 hours per calendar year per individual on a first come, first served basis based on available funding.
- Payments are completed monthly.
- AAPD will not reimburse retroactively.

Eligible In-house Professional Development Training:

- CAE workshops
- QCC conferences, workshops, and trainings related to teaching and learning