

## **Appendix A:**

### **Part-time Faculty – 8 hour or less “Professional Development” Compensation Process**

**Beginning of Process:** An announcement is generated to PT faculty offering compensation for a professional development opportunity.

**End of Process:** PT faculty are compensated for participating in and completing a professional development opportunity.

#### **Process:**

##### **Prior to Event**

1. Project supervisor sends an electronic announcement to PT faculty offering compensation to attend and participate in a course/conference. (examples; Organizational Learnshop, Workkeys Learnshop, etc).
2. The PT faculty member contacts their Home School Dean/Designee for permission to attend the event.
3. Dean/designee discusses deliverables with the faculty member.
4. Dean/designee electronically sends approval for the event to the faculty member.
5. Faculty member forwards copy of approval to Project Supervisor.
6. Project Supervisor acknowledges receipt of approval and encourages faculty member to register for the event.

##### **After Event**

7. Faculty member attends, signs-in and completes event.
8. Project supervisor receives sign-in sheet.
9. Project supervisor sends confirmation of attendance to Home School dean/designee authorizing compensation for PT faculty member. Information to include:
  - Name of event
  - Date and time of event
  - Cost Account #
  - Name of faculty member
  - Amount of compensation per CBA
10. Dean/designee sends compensation information to payroll specialist to add to faculty timesheet
11. Home school documents compensation on CR & EC Summary.
12. Faculty member receives compensation.