

Professional Dev./Training Sign-In Process and Payment for the 10 PT CBA Hours

Audience: Session Presenters for CTL events, CTL-recommended events by ITS Technical Training, and Employee Training sponsored NEO events. Use this process if there are Part-time faculty members in attendance who will be compensated **using their 10 hours allotted per term.**

- Have attendees complete a sign-in sheet to document participation. The sign-in sheet should include:
 - Session or Meeting Title, Date/Time, Location
 - Attendee information: Printed Name, Signature, CNM Username, School, PT/FT/Staff
 - If the meeting is remote, ask attendees to “rename” their display name to include their CNM Username. Signature not required for remote attendance. Collect attendance via Zoom usage report or other method.
- Scan and forward the completed sign-in sheet to:
 - CITL ATA, Melissa Shazad (mshahzad@cnm.edu)

Audience: CITL ATA

- CITL ATA will complete the rosters in Talent Management for CTL events
- CITL ATA will forward to the school ATA in charge of payroll
 - Include a message that payment should come from the faculty members' 10 hours of professional development/meeting time allotted to part-time faculty per term, IF they still have hours remaining and were preapproved to be compensated for the session.

AT – Cynthia Ramirez-Gurule	HWPS – Samantha Soto
BIT – Elaine Sanchez	MSE – Joshlyn Romero
CHSS – Joshlyn Romero	SAGE – Lenora Neu

Related considerations:

1. Each school will manage the compensation for PT faculty who attend school meetings allowed for compensation.
2. Each school will keep a record of how many of the 10 hours each PT faculty member has used for meetings and professional development.
3. For PT faculty SupPay compensation that is not part of the 10 hours, but that is allowed for a small number of PT faculty who serve as **elected representatives on committees**, such as CTL and Faculty Senate, the meeting sign-in sheets should be sent to VPAA Executive Assistant, Robin Clifford, and she will forward them to the school payroll ATAs with the appropriate cost account.
4. Other PT Faculty Project comp for special projects is managed through the VPAA and Deans, as described in Key Processes.