

**MEMORANDUM OF UNDERSTANDING BETWEEN
VICTOR VALLEY COLLEGE AND
PART TIME FACULTY UNITED – AFT LOCAL 6286**

February 19, 2019

In consideration for the important contributions part-time faculty make in the classroom in support of student learning, the District will budget \$25,000 each Fall and Spring semester from one-time Guided Pathways funds, beginning January 2019 and ending June 30, 2022, to provide stipends* to part-time faculty for on-campus professional development opportunities offered by the College including All-College Day, department meetings, and other strategic initiatives (Guided Pathways, AB705, Student Success, etc.).

- The stipends* will be paid as available to part-time faculty members who attend pre-approved, on campus professional development opportunities in support of student learning, effective teaching, and/or student success.
- Stipends are only available outside of contracted teaching assignments and not intended to supplement other paid opportunities. Payment will be processed through the Deans' offices by completing the appropriate application for approval in advance of attendance.
- Stipends will be paid based on length of meeting or professional development activity until funds are depleted each semester.
- Unused funds will roll over to following semesters, ending June 2022.

Length of Activity	*Stipend amount	Funds (example)
0-2 (hours)	\$50	100= \$ 5,000
3- 4 (hours)	\$100	100= \$10,000
5- 8 (hours)	\$200	50= \$10,000

District Representative(s)

K. Kimpfen
Mr. Eidel

Date Signed

19 Feb 2019
Feb. 19, 2019

AFT Local 6286 Representative(s)

April L. Allen
Cheryl L. Edmore
Dorothy M. Dennis

Date Signed

2/19/19
2/19/19
2/19/19

June 11, 2019

RE: AFT Contract language for Professional Development funds

MOU dated February 19, 2019

The form used to request PT Faculty Professional Development Funds currently requires an approval signature from the Department Chair.

We agree that this approval should come from the Dean overseeing the faculty discipline.

Appeals will be handled by the Vice President presiding over that discipline.

District Representative



Date Signed

11 June 19

AFT Local 6286 Representative



Date Signed

6/11/19

APPLICATION FOR PART-TIME FACULTY PROFESSIONAL DEVELOPMENT FUNDS

Name _____ Phone/Ext. _____ Date _____
Last First

Department: _____

Professional Development Request (Check one):

Please include date of meeting/workshop

- All College Day
- Department Meeting
- Other Meeting _____
- Workshop: (name) _____
- Committee: (name) _____
- Other: _____

Date: _____ Start Time: _____ End Time: _____ Facilitator: _____

PLEASE PROVIDE A BRIEF EXPLANATION OF WHY YOU WISH TO ATTEND THIS MEETING/TRAINING:

Stipend Amount Requested (Check one):

- \$50 0-2 hours
- \$100 3-4 hours
- \$200 5-8 hours
- Workshop: (name) _____
- Committee: (name) _____

Signature of Requestor _____ Date _____

Dean Approval *Recommend* *Not Recommended* *Rationale* _____

Dean Signature _____ Date _____

Appeal to Vice President for non-recommendations ONLY: Date appeal submitted _____

VP Response to appeal: _____

****Please submit application 2 weeks prior to meeting/training****

**DEANS - SUBMIT APPLICATION TO: Crystal Porter, Administrative Secretary II, GP; PD; SE - Bldg. 10
Crystal.Porter@vc.edu**

Confirm fund availability

Signature of Budget Account Manager _____ Date _____

Budget Account #: 01-50-30-6450-3057-1461

Application for Part-Time Professional Development Funds

Information Sheet

In consideration of the important contributions part-time faculty make in the classroom in support of student learning, the District will offer Guided Pathways funds to provide stipends* to part-time faculty for virtual, on-campus and off campus professional development opportunities offered by the College including All-College Day, department meetings, and other strategic initiatives that support student learning, effective teaching, and/or student success.

- The stipends* will be paid as available to part-time faculty members who attend pre-approved, on campus and/or remote professional development opportunities in support of student learning, effective teaching and student success. Faculty may utilize the Professional Development website for a listing of acceptable training opportunities.
- Stipends* are only available outside of contracted teaching assignments and not intended to supplement other paid opportunities. Payment will be processed through the Deans' offices by completing the appropriate application for approval in advance of attendance.
- Stipends* will be paid based on length of meeting or professional development activity until funds are depleted each semester.

Length of Activity	Stipend* Amount	Funds (example)
0-2 Hours	\$50	100 = \$5,000
3-4 Hours	\$100	100 = \$10,000
5-8 Hours	\$200	50 = \$10,000

Please complete a [part-time professional development funds application](#) for each meeting/training you would like to attend. The form must be submitted to your area Dean for review. Once a recommendation has been reached, your form will be sent to the account budget manager to confirm fund availability. If your application is not recommended by the Dean, you can submit your application to the Vice President for appeal.

If applicable, please submit your form 2 weeks prior to the date of the meeting/training to expedite the processing of your stipend*.