

2017-18-09



800 COLLEGE AVENUE WEED, CA 96094

STIPEND REQUEST FORM

1. Originator and faculty member(s) may discuss concepts and proposed stipend amount and put in writing below.
2. Submit to immediate supervisor of the originator.
3. Submit to appropriate Vice-President for review and signature.
4. Submit to Human Resources
5. NO WORK IS TO BEGIN PRIOR TO EMPLOYEE RECEIVING NOTIFICATION OF APPROVAL OF STIPEND.

Stipend Description/Title: Program Review Coordinator

Employee: Employee TBD: 2 positions to be filled by a full-time faculty member

Project Dates: 10/01/17 - 01/12/18 Estimated Total Hours: N/A

Stipend Amount: \$5,000 per coord / \$10,000 Total Payroll Expenses/Taxes: _____

Payout Directions (lump sum at end of project/semester; monthly, etc.): Total Stipend to be divided by 4 and paid

Stipend Expectations/Duties: Payout Directions continued: monthly in November 2017, December 2017, January 2018 and February 2018.

See attached for expectations.

If you need additional space, please attach a separate page.

Funding Sources: District Restricted Budget #: 125300 5300 1490 662000

Duration: Ongoing Semester One Time

Approvals:

Originator Date

Administrator/Director (if different than originator) Date

Vice-President Date

WORK IS NOT AUTHORIZED TO BEGIN UNTIL THE STIPEND IS NEGOTIATED AND A SIGNED COPY RETURNED TO THE ORIGINATOR.

M. E. J.
Union Representative Date 9/22/17

Sharon Richmond
District Representative Date 9/22/17

Program Review Coordinator

- **2 positions for full-time faculty**
- **\$5,000 per coordinator**
- **10/1/17 – 01/12/18**
- **Pay will be divided into four equal payments and paid with the 10th payroll in November & December 2017, January and February 2018**

Scope of Work

Under the supervision of the Director of Research and Planning, the Program Review Coordinator, a full-time faculty member, appointed by the Academic Senate, will assist in the integration of Program Review into college-wide continuous quality improvement and help develop a structured process for institutional program review.

The following deliverables are expected:

1. Complete Program Review manual and submit to Academic Senate by the February 2018 Academic Senate Meeting.
2. Provide written updates regarding program review for College's Planning by Design document.
3. Develop Program Review timeline and matrix.
4. Provide updates on progress at appropriate monthly Planning and Budget Committee, Academic Senate, and College Council meetings in October, November and December 2017, as well as to the Director of Research and Planning upon request.
5. Provide new program review content as described in deliverables 1 and 3 above to the Director of Research and Planning, the Planning and Budget Committee, Academic Senate, and College Council for review and approval. Once approval is received, submit to the College Weblinks to update program review website.