

Adjunct Faculty District Activities Fund (AFDAF)

Application Form for 2009-10

(AFDAF falls under the AFA College Service & Technology Training Fund [ACSTT])

(Complete a separate application form for each council or committee for which you are requesting payment. Obtain necessary signatures and return completed application forms to the AFA box in the Bailey Hall mailroom. Fall 2009 semester deadline: December 10, 2009 at 5 pm • Spring 2010 semester Deadline: May 10, 2010 at 5 pm)

All applications for service on District-wide councils or committees, including the AFA Executive Council and the Academic Senate, must be submitted by the deadlines referenced above. **No applications for District-wide college service activities (e.g. student club advising, serving on an evaluation team, presenting PDA/Flex workshops) or for special projects will be accepted during the 2009-10 year.** (If you have been asked to perform a college service activity or a special project, you should consult your department chair, program coordinator, or supervising administrator about compensation.)

Name of Adjunct Faculty Member	Department		
Telephone number	Email address	Current Load	Class/Step

Brief Description of District Activity and Number of Hours Requested

Complete a separate application form for each activity for which you are requesting payment. Check the box that applies and fill in the number of hours you are requesting below:

- ___ hours to be paid for serving on the Academic Senate as an elected representative (27.5 hrs max.)
- ___ hours to be paid for serving on the AFA Executive Council as an elected representative (27.5 hrs max.)
- ___ hours to be paid for serving on the Curriculum Review Committee as an appointed representative (45 hrs max.)
- ___ hours to be paid for serving on the Institutional Planning Council as an appointed representative (27.5 hrs max.)
- ___ hours to be paid for serving on the Budget Advisory Committee as an appointed representative (20 hrs max.)
- ___ hours to be paid for serving on the District Online Committee as an appointed representative (20 hrs max.)
- ___ hours to be paid for serving on the District Tenure Review & Evaluations Committee as an appointed representative (20 hrs max.)
- ___ hours to be paid for serving on the Petaluma Faculty Forum Steering Committee as an appointed representative (20 hrs max.)

(Payment for committee/council service is based on the number of scheduled meetings attended. Typically, work that is performed outside of the scheduled committee/council meeting hours is considered part of the commitment and is not compensated additionally.)

*(Applicant's and supervisor's signatures are required **prior** to submittal of application to AFA):*

Signature of Applicant	Date
Signature of Supervisor (Committee/Council Chair)	Date

Adjunct Faculty District Activities Fund (AFDAF)

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AFDAF/ACSTT Committee Members: Lara Branen-Ahumada, Paula Burks, Kimberlee Messina

Introduction:

AFA and the District have agreed to administer a fund to provide payment to adjunct faculty members who participate in District activities. District activities are defined as those activities undertaken at the level of the college community, such as serving on the AFA Executive Council, the Academic Senate, and/or other District-wide committees or councils. Each semester shall be considered separately, with no carry-over between semesters. To be eligible to receive these funds, an adjunct faculty member must have an hourly assignment during the semester the payment is requested. District activities paid according to this provision of the Contract shall NOT count as load.

Basis of Payment:

The payment is intended to recognize the value to the institution of adjunct faculty participation in District activities. Adjunct faculty members will be paid at their base hourly rate.

Note: Priority will be given in the following order:

1. Adjunct faculty participation by election (e.g., serving on the AFA Executive Council or Academic Senate);
2. Adjunct faculty participation by appointment to the following committees: Budget Advisory, Curriculum Review, District Online, District Tenure Review & Evaluations, Institutional Planning Council, Petaluma Faculty Forum Steering Committee.

Note: Payment will not be granted for any activity for which a regular faculty member would not be paid.

Range of Payments:

(Payment for committee/council service is based on the number of scheduled meetings attended. Typically, work performed outside of the scheduled committee/council meeting hours is considered part of the commitment and is not compensated additionally.)

- 45 hrs max. Service on the AFA Executive Council, Academic Senate, Curriculum Review Committee, and/or Institutional Planning Council. (Payment for service on any of these four committees/councils includes an additional one-half hour per meeting for document review.)
- 36 hrs max. Service on District-wide councils or committees that meet once a week
- 20 hrs max. Service on District-wide councils or committees that meet twice a month
- 10 hrs max. Service on District-wide councils or committees that meet once a month

Timing of Payment:

Typically, payment will occur at the end of each semester. For those requesting payment for service on District-wide councils or committees, the council/committee chair's signature on the application form will be required prior to the award of the payment. Reasons for non-award shall be communicated to all applicants.

*Complete, sign and return the AFDAF application form to the AFA box in the Bailey Hall mailroom.
Fall 2009 semester deadline: December 10, 2009 at 5 pm • Spring 2010 semester deadline: May 10, 2010 at 5 pm*