



## Office of Human Resources Memorandum

To: Deans, Department Chairs and Committee/Council Chairs

From: Gerry Tucker, Vice President Human Resources

Date: September 1, 2009

Re: Adjunct Faculty Stipends for FY10

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Attached you will find Administrative Rule 4.06.003 regarding stipends for participation of Adjunct Faculty in shared governance committees and councils. We want to ensure that employees are paid in a timely manner for their participation in shared governance.

### **Payment Schedule**

To comply with the rule and ensure consistency, the following schedule is to be followed by FY09:

Stipends may be paid monthly if the following procedures are followed:

### **Stipend Payments**

Only those Councils, Committees and Task Forces listed in the Organizational Reference and disciplined specific task forces are authorized for stipend payments.

- Discipline specific task forces: \$20/hr, not to exceed \$400 per year
- All other committees and councils: \$15/hr

Department chairs are responsible for authorizing stipend payments for adjunct faculty serving on **departmental governing body meetings**. You will use your email and login and password to add a new supplemental PA. Be sure to use account number 10-4-36205-5802-00. After PA's are in the system, please forward to the Dean for approval.

Committee/Council Chairs must submit a Request for Payment form for adjunct faculty serving on the committee/council, with the attendance sheet attached, to the Vice President for Workforce Education and Business Development's office. The Vice President for Workforce Education and Business Development's office will input the stipend payment into the PA system.

Payment shall be made in accordance with the attached HR Payment Schedule for Adjunct Faculty.

If you have any questions, contact HR Records, 223-7571.