FULL TIME TEMPORARY AND ADJUNCT PIP FUNDING REQUEST TEMPLATE INSTRUCTIONS

Updated: 2022

Full time temporary and adjunct faculty members who **have taught a** **minimum of 45 load units** for the college (as part-time, adjunct, or full-time), and are currently under contract, are eligible to apply for up to $500 in professional improvement funds per academic year.  Once eligibility is established, and with consecutive full time temporary and adjunct appointments, unused amounts will accrue from one year to the next to a maximum accrual of $1000 per adjunct faculty member.  Because total funds for all Full Time Temporary/Adjunct Professional Development activities are limited to $5000 per year, it is not guaranteed that all approved full time temporary/adjunct professional development requests will be funded.  Therefore, interested faculty members are encouraged to apply for Full Time Temporary/Adjunct Professional Development dollars early in the academic year.

A **Full Time Temporary/Adjunct Professional Improvement Development Plan & Funding Request form** must be submitted to secure funding for activities or purchases. Forms at [PIRT Professional Improvement Resource Team - Central Oregon Community College (cocc.edu)](https://www.cocc.edu/committees/professional-improvement-resource-team/default.aspx) or on Canvas PIRT module.

**Steps to Acquire Funding:**

BEFORE Submitting Request:

* Final report from previous request (if applicable) must be submitted before a new request gets reviewed.
* Check with VPAA office for amount of funds available (Krista Leaders, [kleaders@cocc.edu](mailto:kleaders@cocc.edu))
* Funding requests must be made at least 2 weeks prior to activity or purchase.

The request form should include:

1.      Description of goal relating to specific skill development.

2.      Planned activities to meet above goal. Please include dates of travel, conference, etc.

3. Budget for expenses.

4.      Description of benefits to the individual, department, and college.

Submitting Request:

* Have your department chair review first and **Send to PIRT Committee Specialist for committee review.** (see [PIRT Committee Members - Central Oregon Community College (cocc.edu)](https://www.cocc.edu/committees/professional-improvement-resource-team/pirt-committee-members.aspx) for contact info)
* Upon approval, signatures are collected electronically via Adobe Sign.

AFTER Submitting Request:

* **Receipts are due to the VPAA office 45 days after activity/expenditure.**
* A **final report** summarizing outcomes needs to be submitted within **90** days after completion of the activity. See final report template in Canvas or link on PIRT web page. Both plan and report will become part of the Faculty member's personnel file.