



Guidelines for the City University of New York/ Professional Staff Congress Adjunct Professional Development Fund Grants

A MESSAGE FROM THE PSC

You are invited to apply for a City University of New York/Professional Staff Congress Adjunct Professional Development Fund grant. The Adjunct Professional Development Fund was won by the union in the 2002-2007 contract. It represents the first time Adjuncts and Continuing Education Teachers have been recognized and granted institutional support for their academic and professional pursuits. If you have additional questions please do not hesitate in calling either Clarissa Gilbert Weiss or Linda Slifkin who provide staff support for this project. They can be reached at 212-354-1252 or email at cweiss@pscmail.org or lslifkin@pscmail.org.

WHO IS ELIGIBLE?

1. All adjunct faculty who are teaching six or more classroom contact hours in the semester, have taught one or more courses for the two most recent consecutive semesters (not including summer session) and who have been notified of reappointment for the next consecutive semester. To be eligible for a grant that would be used during an intersession or summer session period when not otherwise employed at the college, an adjunct must meet the above eligibility requirements and in addition must have been notified of reappointment for the next consecutive semester.

2. Continuing Education Teachers appointed to a position that will continue for a period of more than six months and that requires them to teach a minimum of 20 hours per week and who have taught in such an appointment for the two most recent consecutive semesters (not including summer session).
3. CUNY retirees and CUNY full-time employees holding multiple positions as adjuncts are not eligible for these awards.

HOW DO I APPLY?

1. Adjuncts and CET's interested in applying should go to www.psc-cuny.org and click on "benefits & services" at the top of the page to locate and download an application (or call the union office to have an application mailed to you). Applications are accepted and reviewed by the committee, which meets the second Friday of each month. All applications must be received at least 10 working days prior to the monthly adjunct professional development committee meeting to insure its consideration. **YOU MUST HAVE APPROVAL OF THE ADJUNCT PROFESSIONAL DEVELOPMENT SELECTION COMMITTEE PRIOR TO THE ONSET OF THE ACTIVITY.**
2. The committee recommends making several copies of the blank application before filling it out - mistakes happen.
3. Applications should be typed. Illegible applications will be returned.
4. Applications should state specifically how the activity relates to professional development. A wide range of activities—from taking courses to doing research to attending conferences—can contribute to professional development.
5. Each section should be filled out carefully and completely—only the information requested should be included.
6. Applications must be signed and dated by the applicant and approved and signed by his/her chair or program director.
7. Each applicant is responsible for submitting his/ her own application forms, reports and original receipts in order to be eligible for reimbursement.
8. Mail completed original application with original signatures to: PSC, ADJUNCT PDF, 61 Broadway, 15th Floor, New York, New York 10006
9. Each candidate should keep at least one photocopy of the completed application.

WHAT IS REIMBURSABLE?

1. Acceptable activities are those that enhance professional development and are related to the individual's teaching duties at CUNY.
2. Certain expenses related to research projects and field studies are covered, but payment of research assistants is not.
3. Expenses for attending professional conferences, including travel, are covered.
4. Classes can be taken for credit or non-credit. Books, technology fees and registration are covered.
5. Grant money cannot be used to purchase equipment that is intended for personal use.

HOW DO I GET REIMBURSED?

1. Professional activity must be approved before reimbursement can occur. Requests for reimbursement cannot be submitted for activities that were not approved in advance.
2. Awardees must submit up to a one-page summary of their activities to their chair and the Adjunct Professional Development Committee within 30 days of completion of the activity.
3. A credit card statement issued to the grant recipient, or copies, front and back, of cancelled checks must be submitted to the committee.
4. All credit card receipts must be in the applicant's name.
5. All materials must be mailed together.
6. If the grant is approved, recipients will receive a copy of the current Expense Reimbursement Policy and an Expense Report form. These documents must be used for reimbursement.
7. Requests for reimbursement not meeting guidelines will be returned.

WHAT ELSE DO I NEED TO KNOW?

1. Grants are for a maximum of \$3,000. All applications are read by two people who are members of the PSC-appointed Adjunct Professional Development Committee, and no committee member will read an application from his or her own campus; if there is a dispute there will be a third reader.
2. The fiscal year runs from September 1 through August 31.
3. The committee must be informed of any changes to an applicant's proposal once it has been approved.
4. Applicants will be reimbursed only for the specific activity that has received prior approval from the Adjunct Professional Development Committee.
5. The committee meets the second Friday of each month to read applications and requests for reimbursement. Checks are normally issued within two weeks of the meeting.
6. The grant may not conflict with the employee's teaching responsibilities. If the grant is to be used during either summer or intersession, the employee must have been notified of reappointment for the next consecutive semester. Individuals are permitted to submit multiple applications. Proposals can be for more than \$3,000, but only \$3,000 in any one academic year will be reimbursed. **Each proposal must have a separate application.**
7. It is permissible to receive funding from additional sources.
8. If the proposed amount is less than \$3,000, awardees will not be reimbursed for more than the approved amount.
9. Decisions of the committee are final.