

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. ***Preference will be given to employees who have not previously received professional development funds from this program.***
4. 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 scroll down to Professional Development Grants and download an application (or call the union office to have an application mailed to you).
2. Applications are accepted and reviewed by the committee which meets once a month. ***All applications must be in our office by the 1st of the month prior to the beginning of the activity. The committee does not meet in July and August.***
3. **YOU MUST HAVE APPROVAL OF THE ADJUNCT PROFESSIONAL DEVELOPMENT SELECTION**

COMMITTEE PRIOR TO THE ONSET OF THE ACTIVITY.

4. Applications should be typed. Illegible applications will be returned.
5. 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. Publications, performances or exhibitions appropriate to an academic setting will be considered. If the purpose is for academic research in your field, please provide documentation as to exactly what your research project is about and if you are working on this research for an academic publication.
6. Each section should be filled out carefully and completely—only the information requested should be included.
7. **Applications must be signed and dated by the applicant and approved and signed by his/her chair or program director.**
8. Each applicant is responsible for submitting his/her own application forms, reports and original receipts in order to be eligible for reimbursement.
9. Mail completed original application with original signatures to: PSC, ADJUNCT PDF, 61 Broadway, 15th Floor, New York, New York 10006.
10. 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. If such product is sold these expenses will not be reimbursed.
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. Meals are covered as follows: up to 3 meals per day with a per day total of \$50 and a cap of \$250. The maximum per meal

allowance is \$18 for breakfast, \$25 for lunch and \$40 for dinner. Snacks are not 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.
6. Only expenses submitted with a receipt will be reimbursed.

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.
5. A credit card statement issued to the grant recipient, or copies, front and back, of cancelled checks must be submitted to the committee.
6. All credit card receipts and cancelled checks must be in the applicant's name.
7. All materials must be mailed together.
8. 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.
9. Requests for reimbursement that do not meet the guidelines will be returned.

WHAT ELSE DO I NEED TO KNOW?

1. The minimum amount for a grant is \$250 with a maximum of \$3,000 per academic year. Applications for under \$250 will not be considered. 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 monthly to read applications and requests for reimbursement. *The committee does not meet during July or August.*
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. **Decisions of the committee are final.**

A MESSAGE FROM THE PSC

The PSC is happy to announce that the 2007-2010 contract ensures the continued funding of institutional support for 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.

PSC/CUNY
 61 Broadway 15th Floor
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Guidelines for The PSC/CUNY ADJ/CET Professional Development Fund Grants

REVISED

