# ADJUNCT FACULTY GRANT APPLICATION

***COURSEWORK PROFESSIONAL DEVELOPMENT** – Complete this side for coursework.*

The college has committed funds in support of Adjunct Faculty Professional Development. Tuition and fees (not textbooks) for Delta ED 300 courses are covered. In addition, grants for up to $300 per person per fiscal year (July 1-June 30) are available on a first-come, first-served basis until funds are depleted. Recipients will be notified when the grant request is approved. Activities must be relevant to Delta College teaching assignment.

**APPLICANT INFORMATION*:***

| | | |
|---|---|---|
| Name | Division | Discipline |
| Street Address | City, State, Zip | |
| Delta Email | Phone | Employee I.D. # |
| Semesters Taught at Delta | Course(s) I am Teaching | |

**DELTA ED 300 COURSE:** ***Tuition, registration and course fees are paid by Delta College for all ED 300 courses. First time enrollees must pay the one-time Delta admission fee before registering for a class. Must have taught a minimum of one semester within the past year to be eligible. Limited number of textbooks available in FCTE lending library. Form must be submitted before the payment deadline to avoid being dropped from the class.***

| | |
|---|---|
| Course & Section # | Semester of Course |

*Procedures for coursework:*

1. Complete and submit this form to J102 or electronically to fcte@delta.edu.
2. Notification of approval will be sent to your Delta email account with detailed registration information included.

**OTHER DELTA COURSE:** ***Tuition only (up to $300) is paid for other Delta courses (must be relevant to teaching assignment at Delta). Fees for other Delta courses must be paid before the payment deadline to avoid being dropped from the class. First time enrollees must pay the one-time Delta admission fee before registering for a class. Must have taught a minimum of one semester within the past year to be eligible.***

| | |
|---|---|
| Course & Section # | Semester of Course |

*Procedures for coursework:*

1. Complete and submit this form to J102 or electronically to fcte@delta.edu.
2. Notification of approval will be sent to your Delta email account with detailed registration information included.
3. Pay course fees and remaining tuition, if applicable, online or at cashier's office **before payment deadline.**

**NON DELTA COURSE:** ***Paperwork confirming the cost of the course needs to be included with the grant application before the request will be forwarded for approval. Payment receipts are required to receive reimbursement.***

| | | |
|---|---|---|
| Course | | Semester of Course |
| Institution Name and Location | | |
| Tuition | Fees | ***Total Request*** |

*Procedures for non Delta coursework:*

1. Complete and submit this form to J102 or electronically to fcte@delta.edu.
2. Notification of approval will be sent to your Delta email account.
3. Pay all applicable class fees and tuition prior to the deadline indicated in the course schedule.
4. Submit payment receipt to J102 to receive reimbursement.

**OFFICIAL USE ONLY**

| ***ISS Office Use Only*** | ***Finance Office Use Only*** |
|---|---|
| Date Received & Initials: | **Cost Center 01-1125-2610 – AAFPD** |
| Division Chair: ☐ Support Date: | Semester _____ Credits_____ |
| ISS Director Approval: | Total $_____ Voucher#_____ *(not to exceed $300)* |

# ADJUNCT FACULTY GRANT APPLICATION

***NON-COURSEWORK PROFESSIONAL DEVELOPMENT** – Complete this side for non-coursework.*

The college has committed funds in support of Adjunct Faculty Professional Development. Tuition and fees (not textbooks) for Delta ED 300 courses are covered. In addition, grants for up to $300 per person per fiscal year (July 1-June 30) are available on a first-come, first-served basis until funds are depleted. Recipients will be notified when the grant request is approved. Activities must be relevant to Delta College teaching assignment. It is the applicant's responsibility to register for conferences, workshops, professional development events, professional memberships, journal subscriptions, and any other purchase that is being requested. Paperwork confirming the cost of the non-coursework professional development need to be included with the grant application before the request will be forwarded for approval. Payment receipts are required to receive reimbursement.

| **APPLICANT INFORMATION*:*** | | |
|---|---|---|
| Name | Division | Discipline |
| Street Address | City, State, Zip | |
| Delta Email | Phone | Employee I.D. # |
| Semesters Taught at Delta | Course(s) I am Teaching | |

| **CONFERENCES, WORKSHOPS AND PROFESSIONAL DEVELOPMENT EVENTS*:*** ***Grants for up to $300 available, $75 maximum per diem per day. Note annual maximum. Must be relevant to teaching assignment at Delta.*** | |
|---|---|
| Conference/Workshop Name | |
| Conference/Workshop Location | |
| Dates Attended | Amount Requested |

| **PROFESSIONAL MEMBERSHIPS AND JOURNAL SUBSCRIPTIONS:** **Must be relevant to teaching assignment.** | |
|---|---|
| Title | Amount |
| Title | Amount |
| | ***Total*** |

| **SOFTWARE PURCHASES:** ***Must be relevant to teaching assignment at Delta College. Does not cover ISP connections. Up to 50% of purchase price to a maximum of $300 per fiscal year. Lowest educational pricing or Delta College Bookstore price must be used, whichever is lower.*** |
|---|
| Software Title |
| Delta College Bookstore Quote |
| Alternate Vendor Quote |
| Briefly describe how and why you will use this software in your teaching assignment. |

| **OTHER REQUESTS:** ***Please describe your request for anything not covered above.*** |
|---|
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| |

| **OFFICIAL USE ONLY** | |
|---|---|
| ***FCTE Office Use Only*** | ***Finance Office Use Only*** |
| Date Received & Initials: | Cost Center **01-4550-2610** |
| Division Chair: ☐ Support Date: | Total $_____ |
| FCTE Director Approval: | *(not to exceed $300)* |