



KCELT

Kirkwood's Center for Excellence in Learning & Teaching

KCELT Reimbursement, Attendance, and Stipend Policies* Text Purchase & Reimbursement:

Books purchased for participation in a KCELT Reading Circle/Journal Club will be reimbursed up to \$40 upon successful completion of the circle/club.

Attendance Policy

Participants must attend 100% of the total meeting time of a course in order to be counted as present. Less than 100% attendance will result in the participant being dropped from the course.

Completion Policy

If a final project is required for a course, the project must be submitted no later than the deadline determined by the facilitator to achieve successful completion status. No extensions will be granted and contact hours cannot be prorated.

Adjunct Stipend Policy

KCELT Institutes – Adjunct Faculty will receive \$100 per day upon successful completion of an Institute. Institutes are often project based. Successful completion includes submission of any projects to KCELT by the end of the last session of the Institute. No extensions will be granted and stipends cannot be prorated.

KCELT Sessions- The following sessions provide a stipend upon successful completion:

Adjunct Orientation Online-\$200.00

Jumpstart New Adjunct Orientation-\$50.00

Active Learning Aims and Practices-\$50.00

Teaching Squares-\$100.00

Teaching Triangle- \$75.00

Classroom Assessment Techniques (CAT's)-\$150.00

Adjunct Facilitator Policy

KCELT Sessions- Adjunct Faculty are eligible to receive a stipend for facilitating KCELT sessions. Stipends pay for the length of a session and one hour of prep time. This hourly rate is determined by the Human Resources Department at Kirkwood (KIN>Employee Information>Human Resources for Employees>Pay Classifications and Compensation>2016-2017 Adjunct Faculty Salary Guideline). Details of compensation will be communicated after approval of the requisite KCELT Facilitator Proposal Form. Compensation for repeated sessions is at the discretion of KCELT staff.

*Policies are subject to change, modification, deliberation of unique cases by KCELT staff 2/2017