

Lane Community College

Faculty Compensation and Funding for Academic Program Review Work

Academic Program Review website: <https://www.lanecc.edu/academicprogramreview>

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This document covers compensation available for full- or part-time faculty leading an Academic Program Review (APR) and instructions to apply for compensation and funding.

Lead Faculty and Academic Program Review

The faculty [contract](#) includes language to support compensation for lead faculty during year one while undertaking APR. The lead faculty, or Program Review Committee (PRC) Lead, is eligible to receive reassignment or stipend.

Full-time contracted faculty are encouraged to take on this work, but for programs without full-time faculty able to work in this capacity, part-time faculty may serve as PRC Lead. Generally, full-time faculty receive reassignment while part-time faculty receive a stipend.

Procedure to Apply for Lead Faculty Compensation

Reassignment Time

The PRC Lead is eligible to receive a one-course reassignment (up to four credits) for one academic term when the program is completing the program review. Full-time faculty receives reassignment while part-time faculty receives a stipend. Deans and faculty work together to determine appropriate workloads.

Steps to Apply for Reassignment Time:

Faculty may take one course reassignment during year one of program review and only once during the five-year APR cycle. Typically, reassigned time does not exceed 4 credits.

STEPS OF THE PROCESS:

1. Department personnel complete the Proposal for Course Reassignment form:
https://www.lanecc.edu/sites/default/files/budget/proposal_for_course_reassignment.pdf
2. Check the box "Other Work" and write, "Academic Program Review Lead Faculty, [program name, division/department name]"
3. Include:
 - a. Number of credits of reassignment
 - b. Dates: term of reassignment; year program review started
 - c. Description of work to be done, outcome and assessment (e.g. 3-5 bullet points)
 - d. Faculty name, L#, contact information

4. Send completed form to Dean AND to:

Mai Mathers, APR Administrative Coordinator, mathersm@lanecc.edu

5. When work is done, complete second page of form and send copies as above

Steps to Apply for Stipend Payment:

Designated PRC Lead Faculty not taking reassignment/release time, are eligible for a stipend. Compensation for part-time faculty will be equivalent to the course release and calculated according to the part-time salary schedule. Compensation for full-time contracted faculty will be equivalent to the course release and calculated according to the contracted faculty salary schedule at 0.85 percent of the overload rate.

STEPS OF THE PROCESS:

1. PRC Lead Faculty and Dean determine and document stipend details:
 - a. Dates: term(s) when work will begin and end
 - b. Stipend to be paid in lump sum or over several time periods
 - c. Description of work to be done, outcome and assessment (e.g. 3-5 bullet points)
 - d. Faculty name, L#, contact information
2. Department personnel complete a Personnel Action Form (PAF):
<https://www.lanecc.edu/hr/forms-library>
3. If backfill funding is required, department personnel complete a Part-Time Budget Adjustment Request form:
https://www.lanecc.edu/sites/default/files/budget/part_time_budget_adjustment_form_v06.pdf.
For questions about calculating hourly rate (per term and per year) or part-time budgets contact Human Resources.
4. Send copies of forms as directed on form AND to:

Mai Mathers, APR Administrative Coordinator, mathersm@lanecc.edu

Thank you for participating in Academic Program Review!