

## Lane Community College, Academic Program Review

### Funding for Part-Time Faculty Participating in, but Not Leading, APR Work

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

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This document covers support available for part-time faculty participating in, but not leading Academic Program Review (APR) and the instructions to compensate faculty. For lead faculty compensation information please see APR website.

#### Introduction

Part-time faculty are highly encouraged to participate in the academic program review process and are eligible for compensation. The department/division undertaking APR may receive a total of 15 hours per program review to pay part-time faculty during the self-study and external peer reviewer site visit phases of the review. These two phases are generally completed in one academic year. The 15 hours may be used by one or allocated amongst multiple part-time faculty. The Dean or PRC Lead Faculty track and report Part-time faculty work. Department admins process payment. Part-time faculty receive their regular rate of pay.

#### *Steps for Part-Time Faculty Compensation:*

Please follow these steps to track and process part-time faculty participation payments.

1. Dean and/or PRC Lead Faculty determine who has interest in participating in APR, when work will be performed and what work will be done (e.g., attend meetings, review documents, research topics, analyze data).
2. Dean or PRC Lead Faculty track who performed work, when, how much and for what program.

The table below may be useful to track the information, if desired.

<b>Part-Time Faculty Name</b>	<b>L#</b>	<b>Term/Year</b>	<b>Hours Worked</b>	<b>Program</b>	<b>PRC Lead</b>
[Insert name here]	[Insert L # here]	[Insert term and year here]	[Insert # hours worked here]	[Insert program name here]	[Insert PRC Lead name here]
TOTAL HOURS WORKED			[Must total 15 or less]		

3. Department/Division staff should create and process a PAF using department FOAP.
4. If additional Part-time budget is needed, the department should submit a [Part-Time Budget Adjustment Form](#).

**Thank you for participating in Academic Program Review!**