

CTLT Stipend Eligibility Policies

(Revised September 2020)

CTLT provides a variety of professional development opportunities to Cal Poly community educators consistent with our mission of supporting their efforts to strengthen teaching effectiveness to enhance student success. These opportunities are open to all members of the campus community of educators, including tenure-line faculty, full- and part-time lecturers, librarians, administrators and staff who serve in an educator (broadly defined) role.

For some of the opportunities – those that involve extensive and intensive engagement – CTLT may offer modest financial stipends to eligible participants. Stipends are not compensation for participants' time and effort. The purpose is to encourage participation in extended commitments and to convey the value that the university places on community members' investments in their ongoing professional development.

Stipends usually take the form of faculty service payments but in limited cases can be a Special Consultant Appointment or a transfer to an existing professional development account, depending on the type of appointment and/or unit policies about managing such budget transfers.

Eligibility for CTLT stipends is determined by Academic Personnel policies involving (1) the nature of an individual's appointment and the duties of their position, (2) the timing of the professional development activities, and (3) an assessment of participation in other funded projects/grants involving the same work envisioned for the professional development activity.

NOTE: All Cal Poly community educators are welcome to participate in CTLT professional development activities regardless of stipend eligibility.

Stipend-eligible participants include:

- Instructional faculty (tenure-line) on an academic-year employment basis.*
- Full-and part-time lecturers holding 3-year appointments/entitlements.*
- Stipends can only be paid to lecturers when on active work status. Lecturers that participate in a workshop and meet the requirements to receive a stipend may receive payment of the stipend only if, and not until, they are back in active work status and receiving paychecks during the same fiscal year.*
- Faculty (including department heads/chairs) or librarians on a 12-month employment basis when the professional development activity occurs either outside normal working hours (i.e., evenings, weekends, official campus holidays, during vacation leave) or the activities are self-paced, asynchronous, and/or include synchronous activities scheduled outside normal working hours. Incentive is available in the form of budget transfers to participant's unit in support of professional development expenses. Amount is limited to no more than 25% above participant's current salary/week.

- Staff, with supervisor's prior approval to allocate regular work hours to the activity or the activities are self-paced, asynchronous, and/or include synchronous activities scheduled outside normal working hours. Incentive is available only in the form of budget transfers to staff member's unit in support of professional development expenses; approval is required to accept budget transfer to a professional development account. Amount is limited to no more than 25% above participant's current salary/week.
- Administrators (MPP) using vacation days for activities and their supervisor has approved participation in the professional development activities, or the activities are self-paced, asynchronous, and/or include synchronous activities scheduled outside normal working hours.

* NOTE: Signed acknowledgement of the faculty member's department head/chair is required on all faculty stipends (i.e., AP131-Faculty Service Payment Request) as well as circumstances necessitating requests for additional employment (i.e., SC100-Special Consultant Appointment). Instructional faculty should not enroll in workshops that conflict with classes, office hours or other commitments related to their primary assignment.

Stipend-ineligible participants include:

- Administrators (MPP), unless conditions detailed above are met.
- Faculty and librarians on a 12-month employment basis when the professional development activities occur during the employee's scheduled work hours.
- Retired faculty re-hired to teach under the FERP program.
- Temporary lecturers on inactive works status, if they are not rehired in the same academic year.
- Staff who do not have supervisor's prior approval to allocate regular work hours to the activity AND/OR who do not have unit agreement to accept budget transfer to a professional development account.
- Prior recipients of a stipend for the same professional development opportunity unless a repeat participation involves a substantially new or advanced project (subject to CTLT director approval).
- Recipients who have received (or will receive) a grant, stipend or other financial support from another entity for the same work proposed for the CTLT professional development opportunity unless the intended project involves a substantially new, distinctive, complementary, and/or advanced project (subject to CTLT director approval). To preserve eligibility, alternate funding must be disclosed at the outset of participation in a program that includes a stipend.

Cal Poly educators who aren't sure if they fall into a stipend-eligible category should check with the CTLT director and their department head/chair or supervisor before enrolling in a professional development opportunity.