CTLT Stipend Eligibility Policies  
(Updated October 2015)

CTLT provides a variety of professional development opportunities to Cal Poly community educators consistent with our mission of supporting their efforts to strengthen their effectiveness to enhance student success. These opportunities are open to all members of the campus community of educators, including tenure-line faculty, full- or 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 provide a modest encouragement to participate in extended activities and to convey that the university values significant investments in 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 stipends through CTLT is determined by Academic Personnel policies involving (1) the nature of an individual’s appointment and the duties of their position, (2) 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 members of the Cal Poly community of 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.*
- Faculty or librarians on a 12-month employment basis if the professional development activity occurs outside normal working hours (i.e., evenings, weekends, official campus holidays, or during vacation leave). Incentive is available in the form of budget transfers to staff member’s unit in support of professional development expenses. Amount is limited to no more than 25% above participants’ current salary/week.
- Temporary lecturers on active work status. If on inactive works status, if confirmed by the head/chair to be rehired in the next academic year (stipend would be distributed when paychecks resume upon rehire).
- Staff, with supervisor’s prior approval to allocate regular work hours to the activity AND approval to accept budget transfer to a professional development account. Incentive is available in the form of budget transfers to staff member’s unit in support of professional development expenses. Amount is limited to no more than 25% above participants’ current salary/week.

* NOTE: Signed acknowledgement of the faculty’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 class and office hour commitments.
Stipend-ineligible participants include:

- Administrators (MPP).**

- Faculty and librarians on a 12-month employment basis when the professional development activity occurs during the employee’s scheduled work hours.

- 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 approval).

- Recipients who have received (or will receive) a grant, stipend or other financial support from another entity for the same project proposed for the CTLT professional development opportunity unless the intended project involves a substantially new, distinctive, complementary, and/or advanced project (subject to CTLT approval). Alternate funding should be disclosed at the outset of participation in a program that includes a stipend.

NOTE: If online workshops are taken, a stipend can be earned no matter the participants’ employment status and that they are active.

** EXCEPTION: If MPP is using vacation days during the workshop or learning community, a stipend can be earned. Always check with the CTLT Director for approval.