



LONG BEACH COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES

STIPEND REQUEST FORM

Adjunct Faculty - Doctoral Degree Holder

TO: HUMAN RESOURCES – G-3

ATTN: HR Specialist, Adjunct Faculty

Adjunct Faculty are eligible for a \$100.00 stipend per semester (Fall and Spring only) if they have a doctoral degree from an accredited institution. An adjunct faculty member can request the stipend for every fall or spring semester assignment by submitting this form, with all required signatures, and providing official transcripts from the awarding institution to Human Resources. **Note: Proof of the doctoral degree (official transcripts) will only be necessary the first time the stipend request is submitted. Human Resources will keep the transcripts on file to approve any future requests.**

Stipends will be paid at the end of the semester and will require the completion of, at least, 18 hours of instruction or non-instructional adjunct work per semester.

Employee:	Employee ID:	
Department/School:	Title of Degree:	Amount of One Time Payment: \$100.00
Type of Stipend(s): Doctoral Degree Holder	Stipend Period (Semester and Year – ex. Fall 2016):	
Employee Signature:	Date:	
Dean:	Date:	
Vice President, Academic Affairs	Date:	
Vice President, Human Resources	Date:	
<i>For Human Resources only:</i> Board Action Date: _____ Entered: _____ Date Paid: _____ Initial: _____		