



LONG BEACH COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES

STIPEND REQUEST FORM
Adjunct Faculty - Doctoral Degree Holder

TO: HUMAN RESOURCES G -3

ATTENTION: HR Specialist, Adjunct Faculty

Adjunct faculty are eligible for a \$100.00 stipend per semester (Fall and Spring assignments) if they have a doctoral degree from an accredited institution and official transcripts are on file in Human Resources. An adjunct faculty member must make the initial request for the stipend by submitting this form with all required signatures to Human Resources. This form only needs to be submitted one time.

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 name:	Employee ID #:
Department/School:	Title of Degree:
Type of Stipend(s): Doctoral Degree Holder	Stipend Period (semester & year, ex. Fall 2019)
Account Number:	Amount of Payment: \$100.00
Employee Signature:	
Employee Signature:	Date
Dean:	Date:
Fiscal (Budget Check)	Date
Fiscal (Approval)	Date:
Vice President, Academic Affairs or Student Services:	Date:
Vice President, Administrative Business Services:	Date:
President-Superintendent:	Date:
Vice President, Human Resources:	Date:
<i>For Human Resources only:</i>	
Board Action Date: _____ Entered: _____	
Date Paid: _____	
Initial: _____	