



## Guidelines for the PSC/CUNY Adjunct/CET Professional Development Fund Grants

Revised 2013

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*Thank you for your interest in the Adjunct/CET Professional Development Fund. Please carefully review the guidelines below before applying for a grant.*

### The Grant

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- In March 2007, the PSC announced the re-opening of applications for the PSC/CUNY Adjunct/Continuing Education Teacher (CET) Professional Development Fund Grants.
- \$750,000 has been allocated for the fund since 2007.
- The PSC/CUNY Adjunct/CET Professional Development Fund is an initiative the Professional Staff Congress has won contractually. It represents the first time in CUNY's history that a professional development grant program has been offered to adjuncts and is one of the first such programs in the country. The Adjunct/CET Professional Development Committee, established by the union, administers the grants.
- The minimum amount for a grant is \$250, and the maximum amount is \$3,000 per academic year. Applications for under \$250 will not be considered.
- The academic year, from September 1<sup>st</sup> through August 31<sup>st</sup>, coincides with the committee's fiscal year.

### Deadlines

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- You must have approval of the Adjunct/CET Professional Development Committee prior to the onset of the activity.
- All applications must be received by the PSC by the 1<sup>st</sup> of the month prior to the month when the activity is to begin. For example, if you would like to apply for funding for an activity beginning in March, your application must be received by the PSC by February 1<sup>st</sup>. **In fairness to all applicants, the committee will not review applications that are not received by the deadline.**
- The committee does not meet in July or August. For any activity that begins in the months of July, August, or September, the application must be received by the PSC by June 1<sup>st</sup>.
- The committee encourages you to submit your application as early as possible to ensure your application is properly considered. Allowing more time for staff to review your application means that your application has a much higher chance of being approved.

## Who is Eligible?

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- All **adjunct teaching** faculty who currently teach six or more classroom contact hours in the semester, have taught two or more courses for the two most recent consecutive semesters (not including summer session).
  - To be eligible for a grant that would be used during an intersession or summer session period when not otherwise employed at the college, an adjunct must meet the above eligibility requirements and in addition must have been notified of reappointment for the next consecutive semester.
  - Upon reimbursement, proof of reappointment must be submitted to the committee in the form of either a reappointment letter or proof from applicant's department chair.
- **Continuing Education Teachers** appointed to a position that will continue for a period 6 months or more and that requires them to teach a minimum of 20 hours per week and who have taught in such an appointment for the two most recent consecutive semesters (not including summer session).
- A proposed activity may be for any time, but it may not conflict with the applicant's teaching responsibilities.
- Priority will be given to those who have not previously received professional development grant funds.
- **EXCEPTIONS**
  - Because the funding for these grants is not recurring and to ensure that funds for professional development activities remain available for the broadest number of eligible applicants, the committee has instituted the following protocol until permanent funding is secured in the contract. Beginning February 2011, adjuncts/CETs are limited to one approved grant every other academic year. Applicants whose grants were approved for the 2012-2013 academic year will not be eligible to apply for another grant until 2014-2015. Applicants whose grants were approved for the 2013-2014 academic year will not be eligible until 2015-2016. The maximum amount per grant remains \$3,000.
  - CUNY retirees and full-time employees holding multiple positions as adjuncts are ineligible for this grant.

## Application

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- Adjuncts and CETs interested in applying should go to **[www.psc-cuny.org/our-benefits/adjunct-cet](http://www.psc-cuny.org/our-benefits/adjunct-cet)** and download the grant guidelines and an application.
- Only an original hard copy of the application will be accepted at the PSC office (61 Broadway, 15<sup>th</sup> Floor, New York, NY 10006). Emailed applications cannot be accepted.
- Each activity requires its own application.
- Applications should state specifically how the activity relates to professional development. A wide range of activities—from taking courses, to doing research, to attending conferences—can contribute to professional development. Publications, performances or exhibitions appropriate to an academic setting will be considered.

- All applications must include appropriate documentation that supports and describes the activity. If the purpose is for academic research in your field, provide documentation as to exactly what your research project is and if you are working on this research for an academic publication.
- Applications must have the approval of one chairperson of a department employing the adjunct before it is submitted to the committee. The chair will keep a copy of the application for his/her records and send a copy to the college's labor designee. If the chairperson does not approve the application, he/she must provide an explanation for the disapproval.
- Each applicant is responsible for submitting his or her own original application, report, and expense documents in order to be eligible for reimbursement.

### **Review of Applications**

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- Applications are reviewed by a 4-member committee appointed by the union, which meets once a month from September through June. Again, all applications for activities beginning in July through September must be received by June 1<sup>st</sup>.
- All applications are read by two members of the committee and no committee member will read an application from his or her own campus. If there is a dispute, there will be a third reader.

### **Notification**

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- Applicants will be notified via U.S. mail of the decision of the committee.
- **The decision of the committee is final.**

### **Reimbursement**

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#### **Reimbursement can only be requested once, and only when your activity is completed.**

Reimbursement is based on receipts for actual expenses and is not based on the amount of your estimated expenses. The initial grant approval is based on an estimate, and any monies reimbursed will only be based on the following conditions:

- The fund will reimburse expenses upon receiving the completed reimbursement form, a one page report of the activity, and all documentation of expenses. Actual expenses must be consistent with expense categories estimated in the grant proposal.
  - Original receipts of expenses must be submitted. Receipts must include the following information:
    - Date of purchase
    - Name of vendor or establishment
    - Itemized costs
    - Total amount paid
    - Form of payment used
  - **The applicant must pay directly for all expenses.** Either of the following is acceptable:
    - Copy of the front and back of the cancelled check
    - Credit card statement in the name of the applicant with relevant purchases highlighted
  - International receipts must be converted to U.S. dollars. Credit card use is recommended abroad so that the conversion is easily done and provided on the statement.

- The committee may also request proof of completion. This may include, but is not limited to, photos of exhibitions, research findings or reports, or copies of manuscripts.

### **Reimbursable Categories of Expenses Related to Professional Development**

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- Travel expenses. The fund will reimburse the cost of roundtrip travel for an activity outside the New York metro area. You may travel by plane, train, or bus or receive mileage reimbursement if driving your own vehicle. All methods of travel must be approved in advance.
  - Only the cost of economy travel will be reimbursed.
  - Rental car requests **MUST** be approved in advance. As a general rule, if an alternate method of transportation is available to your activity, a rental car will not be approved.
  - If driving your own vehicle, a mapped route from an online site must be provided to prove mileage. The current rate is 55.5¢ per mile.
  - The fund does not reimburse for local transportation, tolls, checked luggage, upgraded seats, travel insurance or any other additional travel expenses. These are covered under per diem.
- Per diem of \$60 per day, for a maximum of 5 days (\$300 total).
  - If travel outside of the New York metro area is required for the activity, you are entitled to claim per diem for either the day before **or** after the activity, provided you travel on that day.
  - Any incidental expenses shall be covered under the per diem allowance. This includes, but is not limited to: meals, parking fees, taxi charges, local transportation costs, tolls, checked luggage charges, and internet fees.
  - Receipts are not required for per diem expenses.
- Lodging. The fund will reimburse at double occupancy hotel room rates.
  - If a conference offers rooming options and you choose to reserve a room under the single rate, you are responsible for the difference in cost.
  - If you travel with a guest and accommodations are made with an establishment that charges per person rather than per room, the fund will only reimburse for one person. Please make sure you are aware of these rates, especially when travelling abroad.
  - The fund will reimburse for a maximum of \$225 per night for up to 5 nights (\$1125 total).
  - The Committee strongly suggests using union establishments. A list of union hotels can be found here: <http://hotelworkersrising.org/HotelGuide/>
- Conferences. The fund will reimburse conference registration fees.
- Courses. The fund will reimburse the cost of course tuition and required textbooks.
- Research materials. The fund will reimburse certain expenses associated with research projects. Materials used to directly conduct the research are generally covered. The Committee will communicate to you whether your specific research expense requests will be covered.
  - Technological equipment is not covered by the fund. This includes, but is not limited to, computer hardware and software, cameras, and recording devices.
  - The grant will not cover the costs of any hired labor. This includes, but is not limited to, the services of photographers, legal experts, editors, publishers, and research assistants.