

Article 35
TRAINING/RE-TRAINING STIPEND

- 35.6 A regular faculty employee who wishes to apply for a stipend shall file a written application (Appendix R) with the District Office of Human Resources for review by the District Professional Development Leave Committee with a copy to the college President or his or her designee. It is the responsibility of the faculty employee to deliver the completed and signed application in triplicate to the District Office of Human Resources by April 15. The application shall include or be accompanied by:
- 35.6.1 The details of the faculty employee's program of study, work experience or training;
 - 35.6.2 The manner in which the program will enable the faculty employee to expand the number of areas in which he or she is qualified to perform services for the District;
 - 35.6.3 The purpose, as described in Section 35.3 for which the stipend will be used; and
 - 35.6.4 The amount of the proposed stipend with a budget of expenses to be covered by the stipend.
 - 35.6.5 If the purpose of the stipend is to acquire minimum qualifications for a new discipline, the faculty employee shall also submit the application to the dean or appropriate administrator responsible for the area of study requested for comment before filing the application with the Professional Development Leave Committee.