

**APPLICATION FOR STIPEND – TEACHING NEW COURSE
Part-Time Instructors**

Amount and Eligibility

Part-time Instructors may apply for a stipend of \$300 per semester when they teach a new course or implement essential new equipment or software for an assigned course. Applications will be accepted on a first-come, first-served basis up to a total of \$9,000 per semester.

Name: _____ **Semester:** _____

Course Number and Title: _____

Reason for requesting stipend:

____ Have not previously taught this course

____ Implementing essential new equipment or software for course

Explain: _____

- Forward to assigned Dean for approval -

Signature: _____
Dean of Instruction Date

- Forward to Human Resources -

Upon receipt, the stipend will be included in the next available check.