

Kellogg Community College Non-Academic Credential Compensation Committee Process

Applications for Non-Academic Credential Compensation must be submitted for consideration to the Non-Academic Credential Compensation Committee (NACCC) no later than the end of the semester following the semester in which it was earned. The Committee will consider applications twice a year: (1) January, and (2) May. The committee will have an additional meeting in February 2009 to address the potential backlog of applications. Applications must be received by the committee by February 20 to be considered for the February meeting. Applications must be submitted by the third Friday of April to be considered by the Committee at the May meeting.

Stipends for credentials earned from Fall 2005 semester through the Fall 2008 must be submitted by April 17, 2009.

2008/2009 members of NACCC are Mike Gagnon, Chuck Parker (administrator for NACCC), Paula Puckett, Lynn Smolarkiewicz, and Ken Weimer.

Routing of the application:

The application is to be processed as a word processing document and routed as an e-mail attachment.

Faculty member => Department administrator => NACCC => Academic Cabinet

NACCC will provide the faculty member feedback as to the committee's recommendation to Academic Cabinet.

Kellogg Community College

Non-Academic Credential Compensation Committee

Application for Stipend

Name:

Department:

Name of Certification or License Awarded:

Date Awarded:

Was the certification or licensure based on an assessment of competency? Yes No

Tier 1—Formal Coursework

Name of Coursework Completed:

Organization Providing Coursework:

If Accredited, Name of Accreditor:

Did coursework conflict with contractual obligations (e.g., require substitute instructor)? Yes No

If yes, please attach an explanation.

Attach evidence of successful completion of the coursework and acquisition of the credential.

Tier 2—Foundation Development

(Complete this section only if seeking Tier 2 compensation.)

Describe how obtaining this credential or developing associated skills required foundational learning and the acquisition of a substantially new base of knowledge and expertise.

Describe how this preparation required a significant amount of work in new course development. Exclude work associated with adoption of new textbooks, updates to existing software (unless the course is based on software), or improvements to instructional design or pedagogy.

Faculty member signature and date (Assumed by e-mail forwarding of this form to department administrator)

Department signature and date (Assumed by e-mail forwarding of this form to NACCC administrator; department verifies credential is appropriate and required for the faculty member's teaching assignment)

Vice President for Instruction's signature and date (confirming approval of Academic Cabinet)