



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.

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:	Amount of Payment: \$100.00
Type of Stipend(s): Doctoral Degree Holder	Stipend Period (semester & year, ex. Fall 2019)	
Employee Signature:	Date	
Dean:	Date:	
Vice President, Academic Affairs or Student Services:	Date:	
Fiscal 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: _____		