



### **Required Training and the Adjunct Incentive Plan**

Welcome to Pensacola State College. PSC provides required professional development for adjunct instructors and offers a voluntary professional development incentive plan. This training is available in a Canvas course shell: Adjunct Training and Incentive Plan.

When possible, the required training, listed below, should be completed before an adjunct begins teaching. If it is not possible to complete the training before the adjunct begins teaching, the appropriate department head should work with the adjunct to set a deadline for completion of the required training.

The voluntary incentive plan provides a way for adjunct instructors to develop their teaching techniques, become acquainted with the College, and increase their pay by \$2.00 per hour upon completion. There is no time limit for completion.

Name \_\_\_\_\_ Employee ID \_\_\_\_\_  
Department \_\_\_\_\_

Department heads verify completion of the required training before an adjunct begins to teach.

| <b>A. Required Training</b> | <b>Date of Completion</b> | <b>Department Head Signature</b> |
|-----------------------------|---------------------------|----------------------------------|
| Section Syllabus            | _____                     | _____                            |
| FERPA                       | _____                     | _____                            |
| Campus Safety               | _____                     | _____                            |
| Canvas Basics               | _____                     | _____                            |

### **Adjunct Incentive Plan**

To receive the adjunct incentive pay increase, an adjunct must complete the Adjunct Incentive Plan. The Plan consists of the Adjunct Incentive Core outlined in Section B plus any Department Requirements specified by the department head in Section C below.

**B. Adjunct Incentive Core**

Date of Completion

Department Head Initials

FERPA Training

---

---

Canvas Gradebook

---

---

Surviving Zoom

---

---

ADA Services

---

---

Cybersecurity Awareness

---

---

Student Conduct and Issues

---

---

Sexual Harassment

---

---

Equity and Inclusion

---

---

**C. Adjunct Incentive Department Requirements**

Training

Date of Completion

Department Head Initials

1. 

---

---

---

2. 

---

---

---

3. 

---

---

---

4. 

---

---

---

When the incentive plan is complete, the adjunct instructor should sign and date this form below and submit it to the department head. The pay increase will take effect the first term following completion of the plan and approval by the department head. The pay increase does not expire.

**Adjunct:** I have completed the Adjunct Incentive Plan Core and all Department Requirements specified by my department head.

---

Adjunct Signature

---

Date

**Department Head:** I verify that 

---

 has completed the requirements for the Pensacola State College Adjunct Incentive Plan.

---

Department Head Signature

---

Date

Once this form is approved by the department head, a copy should be placed in the adjunct's departmental file and a copy should be forwarded to Human Resources for payroll processing.