



**JOHNSON COUNTY COMMUNITY COLLEGE
INSTRUCTIONAL AREA
SPECIAL PROJECT/STANDING ASSIGNMENT AGREEMENT**

Please check one:

Standing Assignment _____
Special Project _____

(Standing assignment and special project descriptions and guidelines can be found on page 4)

Title of Project _____

Name of Faculty/Staff Member	Program	Date
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Semester and Year	Expected Completion Date	Implementation Date
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1. Description of Project (including purpose, objectives, and benefits.
Attach supporting documentation if needed)

2. Upon completion of this special project what will be the product presented as evidence of completion of your project?

Resource:

For both Standing Assignments and Special Projects, compensation will be determined using the instructor's current workload rate of pay. Indicate dollar amounts for items 4-7 if applicable. Payment for Special Projects will be made after the project is completed.

- 1. **Credit Hours** (Based on 30 hours of work for one credit hour.) _____

- 2. **Compensation Amount per Credit Hour** _____

- 3. **Total Compensation** (cr. hrs. x compensation) _____

- 4. **Materials/Supplies** _____

- 5. **Travel** _____

- 6. **Consultants or Special Assistance** _____

- 7. **Other** _____

- 8. **TOTAL ESTIMATED COST** _____

.....
Please check one box below to determine proper compensation and fill in the appropriate account number(s) from which compensation or faculty replacement will be paid:

_____ Extra compensation requested. _____
(Account from which compensation will be paid)

_____ Project is in lieu of teaching. _____
(Account from which replacement/overload will be paid)

.....
In requesting approval of this project for the amount herein established, I agree to submit this proposal and the completed materials as described to the College Copyright and Patent Committee for determination of ownership in the question of college support or commission. Further in accordance with the policy on College Personnel Rights and Responsibilities in College Supported Inventions and Materials, I understand that there will be no direct financial assistance received by me until such time as the ownership is fully restored to my satisfaction and the Board of Trustees of Johnson County Community College.

Signature

Date

ASSISTANT DEAN'S RECOMMENDATION/COMMENTS:

Approved _____

Disapproved _____

Signature

Date

DEAN'S RECOMMENDATION/COMMENTS :

Approved _____

Disapproved _____

Signature

Date

VICE PRESIDENT OF INSTRUCTION:

Signature

Date

**STANDING ASSIGNMENTS DEFINITION
AND
SPECIAL PROJECTS DEFINITION AND GUIDELINES**

Standing assignments are long term and a routine part of faculty load. Examples include career program facilitators, liaisons, etc.

Special projects are typically one time only division/program specific projects. The following are guidelines for special projects.

1. The merit of special projects typically should be based on the enhancement of student learning or program improvement as determined by division administrators. In some cases, projects may have implications that go beyond programs and divisions.
2. Typically, faculty should be engaged in no more than one special project per semester.
3. It is preferable that faculty undertake special projects during the summer.
4. Compensation for special projects may be in the form of reassigned time or overload pay at the discretion of the assistant dean/dean. While there may be exceptions, special projects typically will provide no more than three credit hours a semester for reassigned time or compensation.
5. After completion of the special project, a supplemental contract will be prepared for compensation. Prior to payment, faculty will verify completion of the project via a report or a product. (See page 5, “Report on Special Project.”)
6. The various sign-offs for special projects are on the application form.
7. During the process of working on their special projects, faculty should give their assistant deans periodic progress reports.

Upon completion of the special project:

- 1) Instructor will submit completed project materials and their Special Project Report to the program office.
- 2) Board packet information must be submitted prior to payment.
- 3) A supplemental contract will be prepared by the program area using the instructor’s current workload rate of pay.
- 4) The division office will submit copies of both the supplemental contract and a completed Special Project Report to the Vice President of Instruction, Box 5, to signify that the project has been completed.

SPECIAL PROJECT REPORT

Submitted by: _____ Date: _____
Name of Faculty/Staff Member (please PRINT)

The following is a summary of the special project I have completed. (attach additional documentation if available)

The project was completed during the semester and year noted below:

	Semester	Year
Fall	_____	_____
Spring	_____	_____
Summer	_____	_____

Summary:

Signature of Faculty/Staff Member _____ Date: _____

Signature of Assistant Dean _____ Date: _____

cc: Copy to Vice President of Instruction, Box 5