	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR R-350
		ACADEMIC DEVELOPMENT GRANTS
ISSUE DATE: October 13, 2009	SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
REPLACES: HR Guide R-350 dated October 18, 2007	CHANGES: Clarify distinction between Academic and Student Services; Clarification that payment of grant is contingent upon receipt of deliverable.	

I. POLICY

It is the policy of the District to encourage employees to develop new instructional and student services programs, as well as to maintain currency in existing course offerings. For these purposes grants may be awarded.

II. DEFINITIONS

- **Academic** refers to the instructional and student services programs of the district
- **Deliverable** is the product of the development process. For academic development grants, the deliverable is always a public document used on a district-, college-, or department-wide basis.
- **Development** is the process of creating a new curriculum, function, service, program or project.
- A **Grant** is the dollar amount provided in exchange for the work to provide a function, service, program or project.
- A **Grantee** is the person assigned to develop a deliverable in exchange for a dollar amount.

III. REQUIREMENTS

- A. In the legacy system, Academic Development Grants were formally called instructional development grants (IDG) and processed under Job Code 8121. This new guide expands the use of grants to all academic development, not just instructional. A new job code 8123, Academic Development Grantee (ADG), was developed to reflect the change. New assignments and extensions of existing assignments are to be processed using the new job code.
- B. ***Scope of Work:*** An academic development grantee develops a project which is designed to directly benefit the instructional or student services program of a college that results in a deliverable written project.
 1. The development work must be academic as defined by Educational Code § 87356: credit instruction, noncredit instruction, library, counseling, educational administration, extended opportunity programs and services, disabled students programs and services, apprenticeship, and health.
 2. Table R-350A, Permissible Academic Development Grantee Duties, below, lists the only duties which the District will pay for under an academic development grantee assignment.

TABLE R-350A PERMISSIBLE ACADEMIC DEVELOPMENT GRANTEE DUTIES	
INSTRUCTIONAL ¹ AND STUDENT SERVICES PROGRAMS	
<ul style="list-style-type: none"> Developing new courses, outlines, or curriculum Revising existing courses and their outlines² Developing new delivery systems or modes of instruction to include Student Learning Outcome(s) 	<ul style="list-style-type: none"> Proposal or deliverable for new student services, counseling services, library, extended opportunity programs and services, disabled student programs and services, apprenticeship, or health project Making a presentation about the grant
¹ The delivery system may be online, instructional television (ITV), seminar, workshop, or a combination thereof (hybrid).	
² Unless such revision is a part of the academic employee's regular duties.	

3. An Academic Development Grantee cannot:

- a. Provide services such as consulting, only conducting seminars or workshops, making presentations, administering programs, or performing administrative functions or classroom duties that can be performed by other positions in Academic or Classified service.
- b. Be used to compensate academic employees for hourly work.
- c. Be awarded to an individual whose total current assignment(s) exceed 1.60 FTE.
- d. Be used for services that do not result in a deliverable product.
- e. Be used for work to modify existing documents that would be typically considered part of the employee's regular assignment.

C. **Alternatives to Academic Development Grantee Assignments:** Academic Development Grantee assignments are only appropriate for the specific type of work described in this HR Guide. Work that is similar in nature but which does not meet the Academic Grantee definitions specified in Education Code § 87356 must be compensated using the appropriate job code in Academic, Classified, or Unclassified Service. Table R-350B, Alternatives to Development Grantee Assignments, identifies appropriate job titles to use under such circumstances.

TABLE R-350B ALTERNATIVES TO DEVELOPMENT GRANTEE ASSIGNMENTS (All assignments are paid at a pre-determined hourly rate ¹)			
NATURE OF WORK	ACADEMIC	JOB TITLE	ENTRANCE QUALIFICATION
As listed in AFT Faculty Agreement, Article 43, Section B	Yes	Adjunct Instructor Instructor, Special Assignment	Currently employed as full-time employee, meets minimum qualification to be academic employee, and is providing services by the hour. ²
As listed in AFT Faculty Agreement, Article 43, Section B	Yes	Adjunct Faculty, Ancillary (For Adjunct Faculty who are not full-time faculty.)	Currently employed as an adjunct faculty member, meets minimum qualifications in the academic service for the subject/area.
Non-Academic Consulting	No	Professional Expert	Determined by Personnel Commission.
Community Representation	No	Community Representative	Determined by Personnel Commission.
Conducting seminars, workshops, or presentations	If Yes	Adjunct Instructor	Meets minimum qualification in the academic service for the subject.
	If No	Professional Expert Community Services Teacher	Determined by Personnel Commission. Competency in subject area.
Administering Programs	See Note ³		
Classroom Duties	See Note ³		

¹ Development Grantee are paid a pre-determined rate upon completion of a deliverable, i.e., written proposal, curriculum, etc. Alternative assignments in this table would be used for hourly rate pay.

² If Academic Administrator, assignment must be recommended by College President and approved by Chancellor or Chancellor's designee.

³ Does not meet criteria for development grantee assignments. Assignment should be processed using traditional Academic and/or Classified job codes and selection processes.

D. Eligibility:

1. An individual may be awarded an academic development grant provided that he or she meets the academic minimum qualifications for the subject area of the grant. If the individual to be awarded the grant is not an employee, the individual must complete the hiring process before he or she may be considered for this position. Evidence of qualifications shall be provided as part of the Academic Development Grant packet. Equivalency may be determined through the normal Faculty Equivalency Process detailed in HR Guide R-101, Faculty Equivalency Process.
2. An academic administrator assigned to extra non-teaching duties must be recommended by the college president/district administrator in writing for approval by the chancellor or his/her designee. Such recommendation is to be in the form of a letter, attached to the Application for Academic Development Grant form, and must include the following:
 - Reason for the assignment
 - Certification that the duties to be performed are not part of the administrator's usual and customary duties and that the duties will not be performed during the administrator's normal working hours.

E. **Limitations:** Grants in excess of \$10,000 to be awarded to an individual in an academic year require written justification attached to the Academic Development Grant form and approval by the Senior Associate Vice Chancellor of Human Resources.

F. **Compensation:** Payment amounts should be reasonably proportionate to academic work performed.

G. Academic Development Grantee Selection Process

1. When a college decides to employ an Academic Development Grantee for the purposes stated above, it shall establish a written procedure to determine the desirable qualifications for the grantee, the selection method, and the amount of compensation for the assignment.
2. Department/division chairs or administrators requiring these activities to be accomplished will determine the number of hours or the scope of work necessary to produce the specific deliverable to fulfill the assignment.
3. This process will be determined before the assignment begins and will be approved by the College President or designee.

H. Authorization and Approval Process

1. Prior to the Start of Work

- a. Department head submits Academic Development Grant application ([Form HR R-350](#)) to supervising vice president for review and approval, ensuring that any additional justification documents are attached to the form.
- b. The Application for Academic Development Grantee is forwarded to Human Resources - Assignment Unit, District Office, for verification of minimum qualifications.
- c. After verification, Human Resources - Assignment Unit, District Office notifies the College President/supervising Vice President/District Office Equivalent, or his or her designee, of the approval of the Application for Development Grantee.

1. After Approval of the Application for Academic Development Grant

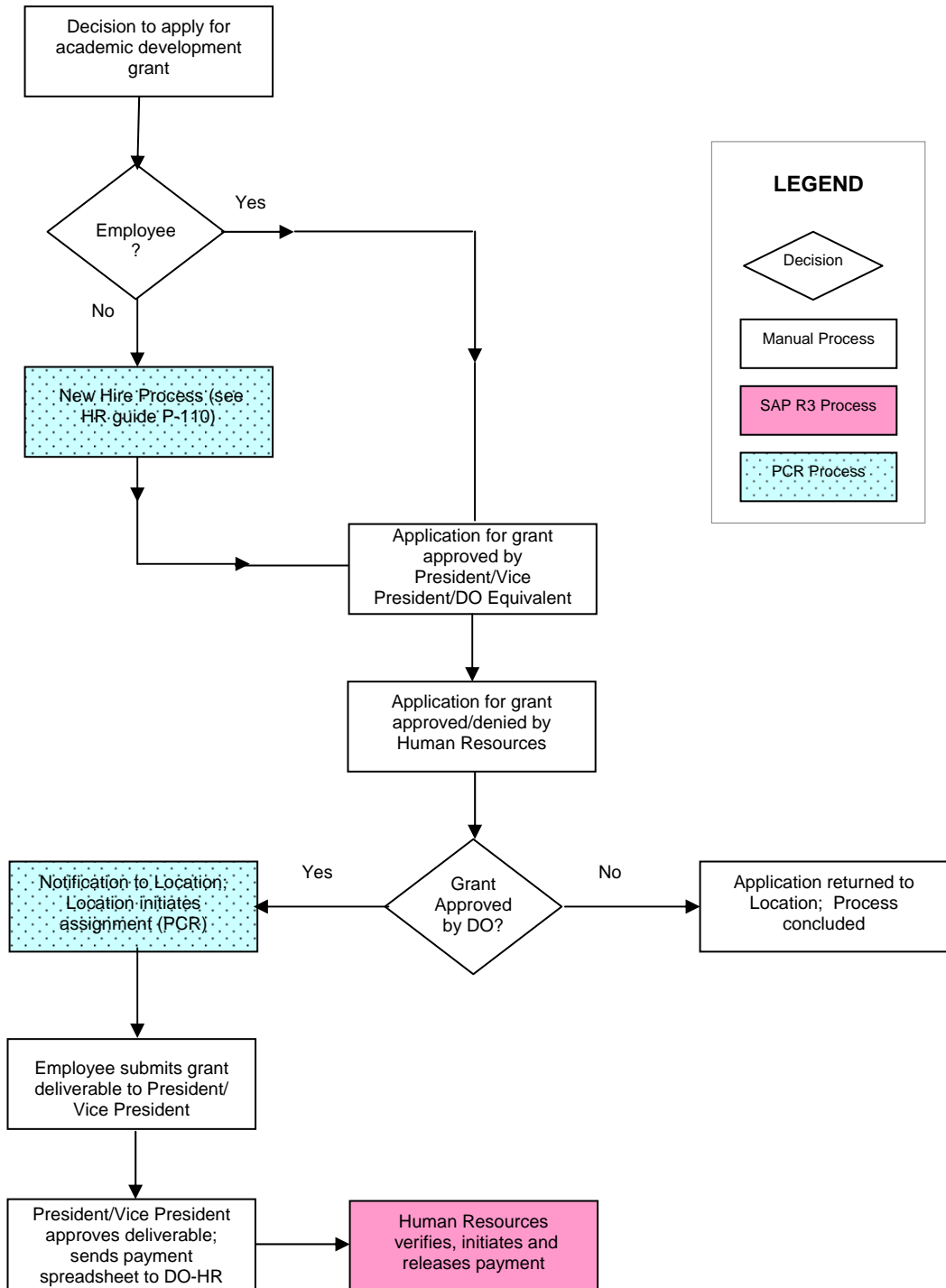
- a. The College President/supervising Vice President/District Office Equivalent, or his or her designee, of the award specified in the approved application initiates the assignment into the District's PCR system.
- b. The grantee completes the deliverable specified in the approved grant.

2. Prior to issuance of payment:

- a. Upon approval of the deliverable by the College President/supervising Vice President/District Office Equivalent, or his or her designee, of the award specified in the approved application, a spreadsheet is forwarded to Human Resources - Assignment Unit, District Office to approve and initiate payment of the grant award.

- b. Human Resources - Assignment Unit, District Office, audits the award for compliance with the approved application.
 - 1) If the dollar amount submitted does not exceed the original approved application, the award is released for payment.
 - 2) If not compliant, the Human Resources staff contacts the submitter of the application to resolve the issue.
3. Figure R-350 Academic Development Grant Workflow, below, illustrates the overall process:

FIGURE R-350 ACADEMIC DEVELOPMENT GRANT WORKFLOW



I. Academic Development Grantee Assignment Coding

1. **Job Code:** 8123
2. **Personnel Sub-Areas:** UTX (Unclassified, Other, No Overtime)
3. **Assignment Dates:** Developmental grantees may be assigned to work anytime of the year. An estimated start and stop date for the work must be identified.

J. Academic Development Grantee Payment Schedule

1. Deliverables

- a. Academic Development Grants require completion of the specific documents detailed in the Application for Academic Development Grant before payment can be made.
 - b. Requirements such as approval of the document(s) by the appropriate funding agency may also be required before payment can be processed.
 - c. The College President/supervising Vice President/District Office Equivalent , or his or her designee, is responsible for verifying receipt of deliverables.
2. **Pay Frequency:** Payment is made upon completion of the deliverable for the grant, approval of the deliverable by the President or Vice-President, and notification to Human Resources - Assignment Unit, District Office to initiate payment of the grant award. Notification to initiate payment is made by the College President or Vice President by forwarding a grant payment spreadsheet to Human Resources - Assignment Unit, District Office.

IV. ADDITIONAL SOURCES

CALIFORNIA EDUCATION CODE

[Section 87356. Faculty Members and Specified Employees; Regulation Adopted; State-Mandated Local Program](#)

LACCD HUMAN RESOURCE GUIDE

[P-110 New Hire](#)

[R-101 Faculty Equivalency Process](#)

LACCD BOARD RULES

Chapter X. Human Resources, Article XI Unclassified Assignments

[101109 Instructional Development Grants](#)