

## Application for Early BEAF Status

This is a process to establish guidelines for adjunct faculty to obtain early Benefits Eligibility (BEAF) status. This process seeks to recognize additional service to the College by those adjuncts whose participation extends beyond the classroom. Adjunct faculty should work closely with their dean or director when tracking activities.

Currently, adjuncts must meet the initial threshold of gaining 750% cumulative career (RCC) workload to qualify for BEAF status (in addition to any other BEAF eligibility requirements). This process enables adjuncts to reduce the initial threshold from 750% to 600%, after an adjunct has earned a total of 100 points based on the schedule below.

Points must be earned/accumulated within a 4-year moving timeframe. Points may be accumulated after the first date of employment as an adjunct and can only be retroactive 4 years from the date of this process.

<b>Name:</b>		<b>Date:</b>	
<b>ACTIVITIES</b>			<b>Complete</b>
Completed New Adjunct Workshop		Required	
Performance Evaluations (2 completed)		Required	
<b>ACTIVITIES</b>		<b>Possible points</b>	<b>Points earned</b>
<b><i>PD related to Teaching &amp; Learning (maximum of 50 points)</i></b>			
1-3 hours trainings (each)		2	
1-day conference/workshop/In-Service (each)		10	
Multi-day conference (each)		20	
Related coursework/certifications		5-20	
<b>Subtotal</b>			
<b><i>Committee Participation, per 1-yr equivalency (maximum of 50 points)</i></b>			
OAC		10	
CASC		20	
FAMAT		10	
Faculty Senate		10	
<b>Subtotal</b>			
<b><i>Other Service to College (maximum of 50 points)</i></b>			
Student Club Advisor (per 1-yr equivalency)		20	
Non-credit instruction (per 33 hours)		5	
Other activities		0-20	
Course Revision - new course or major revisions (substantive)		20	
Course Revision - redevelopment (less than 30%)		2	
Student Advising (per 20 hours)		5	
<b>Subtotal</b>			
<b>Total Points Earned</b>			

**Reviewed by Dean/Director**

Name: \_\_\_\_\_

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**Submitted by Adjunct Faculty Member**

Initial: \_\_\_\_\_

After an adjunct gains the 100 points required, the adjunct may submit an Application for Early BEAF Status for early qualification of BEAF status. Documentation of activities should be charted on the Accelerated BEAF Tracking Worksheet or similar document, and supporting documentation (where necessary) included.

The decision regarding the application will be communicated to the applicant within 30 days from the date of application submission. Decisions will either be “approved” or “not approved”. There will be no appeals to the application decision; however, adjuncts may reapply after three terms from the original decision date.

Applications will be reviewed by the Deans collectively in support of creating an equitable process across all departments. A positive majority approval by this group forwards a recommendation “to approve” the Application for Early BEAF Status to the VP of Student Learning and Success (VP-SLS). Final determination for approval rests with the VP-SLS.

APPROVAL	
<b>Reviewed and approved at Dean’s meeting.</b>	
_____	Date: _____
Vice President Student Learning & Success	MM/DD/YYYY
_____	Date: _____
Vice President People, Culture & Safety	MM/DD/YYYY