

Transition to Canvas Compensation Application

(Instructions on Reverse)

Faculty Name and Employee ID: _____

Adjunct Full-Time (regular) College: ARC CRC FLC SCC

Adjunct Only: I received Canvas transition training in Los Rios on the following date: _____ and have not been previously compensated for training on Canvas.

Fully Online Course Title*	# of Online Units	First Term to be Offered in Canvas	Compensation Amount/Course

*Fully online courses may include on-ground orientations and exams.

Hybrid Course Title	# of Online Units	First term to be Offered in Canvas	Compensation Amount/Course

Web Enhanced Course Title	First Term to be Available in Canvas	Compensation Amount/Course

Total compensation for this application (include adjunct training if applicable):	\$
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I request compensation for completing the transition of my fully online, hybrid, and/or web-enhanced (LMS) courses named above from my current learning management system (LMS) to Canvas. I understand that compensation is only provided for the initial course transitioned to Canvas and that additional sections of the same course are not eligible for compensation. This applies to the same course offered at more than one college. The dean and I confirm the identified online and/or hybrid courses will be offered in those formats within the next two years, barring any unforeseen circumstances. I also understand that once transitioned to Canvas, my course(s) will only be offered in Canvas unless the Los Rios Community College District approves and implements a new LMS. Finally, all LMS courses must be transitioned to Canvas by December 31, 2017.

Faculty Signature

Date

Dean Signature

Date

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Instructions

Payments are scheduled following the end of the fall 2016, spring 2017, summer 2017 and fall 2017 terms. Deadlines for submitting this application are shown below to make the scheduled payment date. Every effort will be made to process applications received by the dates below on the scheduled payment date. Applications submitted to the dean by the dates below but not received in time for processing will be paid the following month.

Date Submitted to Dean	Scheduled Payment Date
January 6, 2017	February 10, 2017
May 1, 2017	June 9, 2017
August 1, 2017	September 9, 2017
December 1, 2017	January 10, 2018

One form may be submitted per payment date above for courses that have been transitioned. It is not necessary to wait until all eligible courses are transitioned to submit the application for payment.

For course title, please include the title and catalog value e.g., ACCT 101 Fundamentals of College Accounting.

Compensation amounts are as follows:

Transition Activity	Amount	Additional information
Training (adjunct only)	\$85	One-time
Web-enhanced	\$100	One-time per course
Fully online or hybrid, <i>less than 3 units</i>	\$200	One-time per course
Fully online or hybrid, <i>3 or more units</i>	\$400	One-time per course

For College use:

Deans: Upon signature, please forward both instruction and student services faculty compensation application forms to the Vice President of Instruction for further processing.

Vice President of Instruction: Please attach all forms with a cover memo to District HR. The cover memo should include a list of the faculty Names, EID, and total compensation amount requested. Dates for VPI form submission to District will be provided by HR.