

## **Procedure for Q2S Enhanced Pedagogy Stipends**

As you may recall, the Q2S transformation process provides stipends or professional development (PD) funds of up to \$1500 for faculty to engage in professional development around teaching. The procedure for obtaining these funds is listed below. Please note that there are two options: 1) participation in a pre-approved, “in-house” PD opportunity (offered or sponsored, for example, by ATI, TRC, FCE, Q2S, etc.), in which case you do not need to apply individually to have your professional development approved, or 2) participation in an off-campus, non-pre-approved PD opportunity, for which you submit a proposal to the Q2S office in order to obtain approval before participating in the PD.

Eligible faculty: Tenure-line faculty, lecturers with at least a one-year appointment, and FERPing faculty. FERPing faculty may take the funds only as PD funds, not stipends.

In order to qualify for Q2S stipends, PD opportunities must focus on teaching and involve sustained study around an issue related to teaching. They must include:

1. At least 24 contact hours,
2. Engagement around a set of scholarly readings addressing the topic, and
3. Development of a product related to this teaching issue that can be shared via the Q2S website.

To receive approval for these stipends, please submit a brief proposal that includes the following:

1. Title and description of the pedagogy or teaching-related issue that will be studied,
2. Timeline as it relates to the study and product (must be equivalent to at least 24 hours),
3. List of scholarly readings to be engaged in this study, and
4. The product(s) that will be created.

Proposals may be submitted either individually or for a whole workshop, faculty learning community, etc; when a whole workshop proposal or faculty learning community is approved, all participants automatically qualify for the Q2S enhanced pedagogy stipend if they have not already received one. In that case, there is no need to submit an individual proposal.

Please submit your proposals to **[semesterconversion@csusb.edu](mailto:semesterconversion@csusb.edu)**, with the subject line: “Proposal for \$1500 enhanced pedagogy stipend”.

To receive your stipend:

If you have participated in a pre-approved event, once you have completed the activity and the product, please request that the workshop facilitator submit an email to **semesterconversion@csusb.edu** with the following information:

1. Email subject: "Request for \$1500 enhanced pedagogy stipend"
2. Confirmation that you have completed all workshop requirements
3. A copy of your product or a link to an online version.

If you have received individual approval for support, please submit an email to **semesterconversion@csusb.edu** with the following information:

1. A copy of your product or a link to an online version.
2. An explanation of how the product demonstrates or provides an example of how the pedagogy or issue you studied is implemented or addressed.