

## Non Tenure-Track Faculty (NTTF) Service Compensation Memo

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Faculty Name:

Committee(s) Served:

Term(s) of Service:

Funds Availability		
Professional Development Funds	<input type="text"/>	<input type="text"/>
	Amount	End Date*

Please contact Claudia M. Orozco at [cmorozco@csudh.edu](mailto:cmorozco@csudh.edu) with any questions or to inquire about your service compensation specifics. The guide below provides more details on the compensation process.

Thank you for your service to the university!

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### NTTF Compensation Process

1. Committee Chairs notify Vice Provost via email of NTTF providing service to their committees. The Senate Parliamentarian and/or NTTF Advisory Board Chair may also be contacted for a list of NTTF serving on committees.
2. Vice Provost confirms receipt and amount awarded to each faculty member via email. NTTF Service Compensation Memo is sent to faculty member for acknowledgment via Adobe Sign.
3. Professional Development Funds will be available at the end of each semester that the work is performed. These funds are intended to be used for any items that support your professional development as a DH faculty member. Examples may include: conference registration, travel, book purchases, or other materials relating to your teaching or disciplinary scholarship. Recognition as professional development credit isn't subject to income taxes or cap on reportable work.
4. Faculty will need to complete and upload the [Request to Access NTTF PF Funds](#) form per the instructions provided on the form.

This recognition is sustained by the Shen Kai Endowment. It was the desire of the donors, led by Reverend Shih Shen Kai of the Jen Chen Buddhism World Center, to establish an endowment promoting research, educational quality, and faculty excellence.

\*Any unspent funds will be returned to the endowment.

**Acknowledgement of Receipt by NTTF:**