

Adjunct Faculty Development Program (AFDP)

The AFDP permits you to accumulate hours of professional development over the course of an academic year leading to a certificate and a stipend. A first time participant who successfully completes 20 hours of approved instruction will receive a stipend of \$500.

There is a one-time carryover for first time participants who do not complete the full 20 hours in the academic year. These participants may elect to carry over all successfully completed hours to the next succeeding academic year provided they teach at least one full semester in that academic year.

Once you have completed your initial certification, you are eligible for recertification by attending at least 10 hours of approved professional development activities in one of the next two academic years. Upon completion of the 10 hours, you will receive a stipend of \$250.

Process

Every time you attend and complete an approved activity, you must have your AFDP Attendance Form signed by the person authorized to sign for the activity.

The AFDP brochure with the Attendance Form is distributed at the Adjunct Faculty Conference and is available on the AFDP website, www.bergen.edu/afdp as well as in the Adjunct Faculty Office, C-107. Please make every attempt to use one Attendance Form throughout the semester.

Once you have completed the required hours, submit your Attendance Form to CITL office, C-335. Payments are made once the Attendance Form is submitted and verified.

List of activities

A list of activities for the AFDP will be made available each semester. On campus BCC events and activities will be designated as approved for the program. Additional opportunities will be added as more events are offered.

A sample list

- *New Adjunct Orientation* – Learn about College services, meet personnel in key areas, and participate in an active learning workshop
- *Day of Development* – Join the College community for a full day of professional development activities
- *Center for Innovation in Teaching and Learning (CITL) Workshops* in a variety of topics on that will help you enhance your courses and acquire new learning strategies
- *AFDP Online Modules* on topics such as class management, academic integrity, active learning and critical thinking
- *Library Workshops* on campus and online covering services and topics in teaching students research skills

For more information visit www.bergen.edu/afdp or email: afdp@bergen.edu

Bergen Community College

Adjunct Faculty Development Program – AFDP

www.bergen.edu/afdp



AFDP Attendance Form

Name _____

Email _____

Phone _____

Department _____

Certification Start Date: _____ End Date: _____

Recertification Start Date: _____ End Date: _____

Event Name: _____

Date: _____ Duration _____

Print Name: _____

Signature: _____

Event Name: _____

Date: _____ Duration _____

Print Name: _____

Signature: _____

Event Name: _____

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