

## COMMUNITY COLLEGE OF DENVER

Title: Scholarship Application Review – Adjuncts

Guideline #: FA – 2

Approved: June 29, 2015  
August 9, 2017

References: None

Approved By: Dr. Everette J. Freeman, President

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### 1. PURPOSE

To involve and incentivize Community College of Denver (College) adjunct instructors in the review process of student scholarship applications.

### 2. APPLICABILITY

These guidelines apply to adjunct instructors.

### 3. GUIDELINES

In order to help grow the College's community of support and more efficiently review large batches of scholarship applications, the Scholarship Office annually assembles a large pool of readers to ensure adequate and timely review of scholarship applications submitted by College students and prospective students.

The College has made the decision to compensate those adjuncts who want to participate in the scholarship review process.

The Scholarship Office will:

- a. Announce the opportunity to review scholarships annually in January and February to the College community.
- b. Track the number of reviewers and identify adjunct instructors specifically.
- c. Assign scholarship applications for review and conduct training for reviewers in AcademicWorks.
- d. Within two (2) weeks of the scholarship review deadline will provide the Human Resources Director with a list of adjunct who qualify for payment.

Adjuncts will:

- a. Be paid an amount equivalent to the current adjunct hourly rate for five (5) hours upon complete review of all scholarship applications assigned by the deadline established by the Scholarship Manager (typically in May of each year).
- b. Not be assigned more than thirty (30) scholarship applications.
- c. Not be paid if they fail to meet established deadline or fail to review all of their assigned scholarship applications.