



Additional Compensation: Addendum Community Engagement Academy

As a participant in the Community Engagement Academy and instructor for a PACE community-engaged course, I understand that I am responsible for the following actions and tasks:

I. Completion of training and course design:

- attend all scheduled sessions of the Community Engagement Academy
- complete pre-work and in-session work as required
- consult with PACE Director or designee regarding course assessment tools including rubrics and other assessments, and incorporate these into the course design
- provide copies of course syllabi and other requested materials for feedback and approval by PACE Director or designee, both at completion of training, and during formal check-in (see next item)
- approximately one month following completion of training, respond to formal check-in from PACE Director or designee on course readiness

II. During the semester of course delivery:

- employ designated rubrics for course assessment, as required by PACE Director or designee
- respond to requests from PACE Director or Data committee for course assessment data
- respond to formal check-in from PACE Director or designee on course progress at Midterm and prior to the Final Exam period

III. At the end of the semester of course delivery:

- respond to requests from PACE Director or Data committee for course assessment data
- complete end-of-semester reflection on instructor experience

Further, I understand that 50% of the approved stipend will be disbursed at the completion of I. (above) and 50% of the stipend will be disbursed at the completion of II. and III. (above).

Print Name

Department

Signature

Date