

## Academic Program Review Completion Form for Rate-of-Pay APR Work

Faculty use this form to receive payment for their completed project related to Academic Program Review. By signing this form, the dean is affirming satisfactory completion of the project.

**Instructions:** Save a copy of this form to your drive or desktop. When form is completed and signed, email it to Mai Mathers at [mathersm@lanecc.edu](mailto:mathersm@lanecc.edu).

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Program \_\_\_\_\_ Fiscal Year (s) \_\_\_\_\_

FOAP \_\_\_\_\_

Total Hours Awarded \_\_\_\_\_ Total Pay Amount \$ \_\_\_\_\_

Description of work (attach WordDoc file if needed)

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### Administrative Notes:

1. For both ASA and APR-funded work, payment comes from the department, and the FOAP should reflect the program doing the CD work undertaking the project related to APR.
2. Division deans are responsible for verifying curriculum development work is satisfactorily completed.
3. APR and ASA do not reimburse departments for CD work, but can add budget for approved project work if the division has exhausted their PT budget. For an APR budget adjustment, departments need to submit a project completion form to Mai Mathers with a [Part-Time Budget Adjustment Form](#).

### Routing and Approval

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

APR Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

ASA VP \_\_\_\_\_ Date: \_\_\_\_\_

***Return to Academic Program Review Coordinator Office when all signatures are completed.***