Eligibility for Conference Attendance

Each adjunct with three (3) or more semesters of SCCC experience who is teaching/working two or more contact hours per semester is eligible to apply for reimbursement from the Adjunct Professional Development Fund. This fund consists of $20,000 (per FA contract) for the use by adjuncts for professional conferences. Eligible adjuncts can be reimbursed for expenses up to $750 per year.

Funds are subject to approval and distributed on a first come, first serve basis. You must submit and receive approval of a "request for reimbursement " form before attending a conference of spending money for professional purposes. Without prior approval you may not be reimbursed. Forms and guidelines are available on the College's "Adjunct Faculty Services" website.

All original receipts and forms required for reimbursement must be submitted for payment within 90 days of the conference date. Failure to submit this documentation will forfeit your right for reimbursement. All original receipts for the conference such as: brochures, agendas, badges, boarding passes, tolls, etc must be submitted in order to be reimbursed. Adjuncts requesting conference attendance reimbursement must be working during the semester that the conference is being held. Applicant must also submit Mileage Reimbursement form if mileage is within Suffolk County.

Forms are to be submitted to the Office for Faculty & Professional Advancement, Suffolk County Community College, 533 College Road, Smithtown Science Bldg, Room 100, Selden NY 11784. If you have any questions about conference attendance please contact Donna Krompinger at 451-4307 or krompid@sunysuffolk.edu