



Los Angeles Trade-Technical College
Division of Academic Affairs
ADG Assignment Policies and Procedures

Prior to the Start of Work

1. Department head/dean identifies grant or other specially-funded source (grants, contracts, or categorically-funded programs, etc.) to pay for the ADG assignment. (LATTTC Policy /Procedure adopted by Budget Committee and College Council)
2. Department head submits Academic Development Grant application ([Form HR R-350](#)) to supervising **Vice President** (or President's designee) for review and approval. (District Policy/Procedure HR R-350)
3. The Application for Academic Development Grantee is forwarded to Human Resources, District Office, for verification of minimum qualifications relative to the specific deliverable. (District Policy/Procedure HR R-350)
4. After verification, the approved Application for Development Grantee is returned to the submitter. (District Policy/Procedure HR R-350)
5. Upon receipt of District-verified Application for Development Grantee is received, the department head prepares an offer letter to the Grantee. Offer letter is submitted to dean for approval and dissemination to Grantee. A [sample offer letter](#) is available on the Academic Affairs website at http://www.lattc.edu/dept/lattc/acaaffairs/files/OfferTemplate_ISA_TempWork.DOC. The offer letter **must** contain the following elements: duties, responsibilities, and/or scope of work; assignment effective date; who the Grantee will report to; when the work is to be completed; if the offer is for writing curriculum it must specify that payment will not be made until the curriculum is approved by the college's curriculum committee; how many total hours the Grantee will work; and compensation rate [note: [compensation rates for curriculum development](#) are available on the academic affairs website at http://www.lattc.edu/dept/lattc/acaaffairs/files/LATTTC_ADG_CompensationRates.doc]. (LATTTC Policy /Procedure)
6. Departmental head prepares an [ADG Initiation Form](#) and submits to dean for processing of an ADG assignment in PCR. (LATTTC Policy /Procedure)
7. Dean processes an assignment for the Grantee in PCR. (LATTTC Policy /Procedure)

After Completion of Work

8. Department head submits written verification that work has been completed, including copies of final work product(s) (e.g. course outline, program plan, etc.), to the dean.
9. Dean completes an [ADG payment worksheet](#) and emails to Laney Ray (RayL@email.laccd.edu) at the District Office for processing. Claudia Mata should be cc'd on ADG payment emails.