



# Adjunct Faculty Board Policies

(Effective July 1, 2010)

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Community College District  
Employee Relations  
Department

The Maricopa County Community College District does not discriminate on the basis of race, color, religion, nation origin, sex, sexual orientation, handicap/disability, age or Vietnam era/disabled veteran status in employment or in the application, admissions, participation, access and treatment of persons in instructional programs and activities.

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## **1. CONDITIONS OF EMPLOYMENT**

### **1.1. INTRODUCTION**

The Governing Board of Maricopa County Community College District (MCCCD) has vested the Chancellor of this District and his/her designee with the power and authority to establish standards of professional conduct, rules, regulations, terms, and conditions of employment, which are not in conflict with state or federal statutes.

- 1.2.** A person applying for adjunct faculty status must submit an application, resume and copies of unofficial transcripts to each college or apply on-line.
- 1.3.** The following guidelines must be met before a person can start an adjunct faculty assignment:
  - 1.3.1.** Meet the district hiring qualifications for adjunct status.
  - 1.3.2.** Sign a loyalty oath as required by Arizona Revised Statutes.
  - 1.3.3.** Each semester sign a Certificate of Understanding/Conditions of Employment.
  - 1.3.4.** Complete an I-9 form.
  - 1.3.5.** Sign other appropriate employment forms.
- 1.4.** The Certificate of Understanding/Conditions of Employment covers all assignments except noncredit, special-interest courses, tutoring, and other non-classroom assignments such as non-teaching projects like curriculum development, which are processed separately.

## **2. QUALIFICATIONS**

### **2.1. District Requirements**

Applicants must meet MCCD established hiring qualifications in all areas except those where the Governing Board has established higher qualifications.

- 2.1.1.** Minimum Requirements for Academic Areas. The Academic Teaching Fields require the following from an accredited college or university:
  - 2.1.1.1.** a masters degree in the teaching field, or
  - 2.1.1.2.** a masters in any teaching field with 24 upper division and/or graduate semester hours in the teaching field, or
  - 2.1.1.3.** masters in any teaching field with 18 graduate semester hours in the teaching field.
  - 2.1.1.4.** EDU 250 - Teaching and Learning in the Community College – or equivalent must be completed within two years of date of hire.
- 2.1.2.** Minimum Requirements for Occupational Areas. The Occupational Teaching Fields require the following from an accredited college or university:
  - 2.1.2.1.** the same qualifications as those listed for Academic Teaching Fields, or
  - 2.1.2.2.** a bachelor's degree plus 3 years work experience in field to be taught, or
  - 2.1.2.3.** an associate's degree or 64 semester hours and 5 years work experience in the field to be taught, or 5 years work experience in the field to be taught.

**2.1.2.4.** EDU 250 - Teaching and Learning in the Community College – or equivalent must be completed within two years of date of hire.

**2.1.3.** There are additional minimum requirements for Anthropology, Computer Science, Counselor, Electronics, Librarian, Math, Nuclear Medicine Technology, Nursing, Clinical Nursing, and Religious Studies Faculty. See the HR website for current information.

**2.1.4.** The MCCCDCD course bank will designate courses as either academic or occupational.

## **2.2. Exceptions**

**2.2.1.** Each Maricopa Community College reserves the right to evaluate faculty credentials and determine equivalencies for stated minimum qualifications for adjunct faculty (this stipulation will apply to any new adjunct applicants and current adjunct faculty who hold Special and District-specific certificates).

## **2.3. Note**

An individual meeting the qualifications for a particular adjunct faculty position may/may not meet the requirements to apply for a residential faculty position in the same discipline.

## **3. EMPLOYMENT STATUS**

**3.1.** As an at-will employee, employment status of adjunct faculty shall be on a course-by-course basis with no expectation (guarantee) of continued employment. Any oral statements or promises to the contrary are not binding upon the District.

**3.2.** Employees of another A.S.R.S. Plan employer currently contributing to the A.S.R.S. program may qualify for state retirement contributions.

**3.3.** The Governing Board will, as part of its regular meeting agenda, provide a time for employee groups to address the Board.

## **4. TEACHING LOAD**

The maximum teaching load for adjunct faculty is nine (9.0) load hours per semester, with one (1) load hour equal to two (2) clock hours per week. Any combination of load hours and service hours may not exceed 20 clock hours per week. Adjunct service faculty will be limited to twenty (20) hours per week. The College President/Provost and the Vice Chancellor must approve exceptions to these limitations for Human Resources or designee. These limitations apply to all credit courses for co-op coordination assignments. Adjuncts are required to inform any/all colleges they are employed by, in writing, about additional contracts received throughout the year.

The Arizona State Retirement System (A.S.R.S.) requires that any employee who currently works 20 hours or more per week (for adjunct faculty, ten load hours or more is used), for 20 weeks or more in a fiscal year, and contributes to Social Security (FICA) will be required to make contributions to the A.S.R.S. program.

## **5. EVALUATION**

**5.1.** Adjunct faculty will be evaluated at least once during each of the first three (3) semesters employed, excluding the summer. The appropriate staff assigned at the college/center will conduct this evaluation. A course that meets three weeks or less does not require an adjunct faculty evaluation.

- 5.2. The college/center administrative staff will determine the appropriate evaluation procedure, which will include a student evaluation and any additional evaluation requirements.
- 5.3. A copy of each adjunct faculty evaluation will be placed in his/her personnel file maintained at each college/center.

**6. COMPENSATION**

Salary compensation for adjunct faculty will be recommended by the Vice Chancellor for Human Resources to the Governing Board. The rate of pay will be based on load hours.

Salary compensation for adjunct faculty will be at the rate of \$809.00 per load hour for the academic year 2010-2011 only.

**7. CANCELLED CLASSES**

Adjunct faculty will be compensated for those classes, which were held prior to the course being cancelled.

**8. CLASS ABSENCE**

- 8.1. Adjunct faculty will not be paid for class absences.
- 8.2. Adjunct faculty must follow individual college procedures in requesting substitutes for their classes.
- 8.3. Adjunct faculty may be eligible for leave under FMLA.

**9. MATERIALS PERTAINING TO ADJUNCT FACULTY**

**9.1. File Contents**

Each adjunct faculty official college/center file will contain the following documents:

- 9.1.1. Minimum Qualifications Checksheet
- 9.1.2. Application and Resume.
- 9.1.3. Official transcripts.
- 9.1.4. Loyalty oath.
- 9.1.5. Any documentation necessary to evidence satisfaction of hiring standards (for areas requiring higher standards).
- 9.1.6. Teaching Evaluations
- 9.1.7. Any other appropriate employment forms.

**9.2. Other**

The following documents should be readily available but may or may not be a part of his/her official file:

- 9.2.1. I-9 forms.
- 9.2.2. Overload-permission documents.
- 9.2.3. Certificate of Understanding/Conditions of Employment (new forms are required each semester).

**10. RESOLUTION OF COMPLAINT**

Adjunct faculty seeking resolution of a complaint concerning an assignment will:

- First: See the department/division chair;
- Second: See the appropriate Vice President/Assistant Provost;
- Third: See the College President/Provost.

The decision of the College President/Provost is final.

**11. COLLEGE FACILITIES AND EQUIPMENT**

**11.1.** Adjunct faculty have access to college/center facilities for the purpose of conducting college business and may use college/center equipment according to procedures established by each college/center/ Equipment should not be removed from the college/center without prior approval from the office of the College President/Provost or designee. College equipment may not be used for personal reasons.

**11.2.** Each college/center shall establish, if possible, a centralized office or room where adjunct faculty can counsel students, prepare classroom materials, grade papers, and have telephone access.

**11.3.** Adjunct faculty may use the intra and inter college mail facilities for District business.

**12. PROFESSIONAL GROWTH**

**12.1.** The district may provide professional growth funds for adjunct faculty. These funds will be administered by the Maricopa Center for Learning and Instruction in the Division of Academic Affairs.

**12.2.** The Vice Chancellors for Academic Affairs and Human Resources will recommend to the Governing board the level of funding for this activity. The current approved amount is \$132,866 for 2010-2011.

**13. Adjunct Faculty Association Funding**

Funding for the Executive Committee of the Adjunct Faculty Association, equal to thirty load hours, will be provided.

The Campus Representatives will be compensated for their active participation in the Adjunct Faculty Association Board at the rate of \$1,500 per annum.

**14. Instructional Rights/Academic Freedom**

Adjunct Faculty are entitled to freedom in the classroom in discussing their subject, and they should exercise their best effort to ensure topics are relevant to their subject.

Adjunct Faculty shall maintain the right and responsibility to determine grades and other evaluations of student performance.

When speaking as citizens, Adjunct Faculty will exercise their best efforts to indicate that they are not speaking for the institution, and endeavor to conduct themselves as scholars and representatives of higher education.

Adjunct Faculty are entitled to freedom in research and in the publication of the results within the parameters and guidelines of applicable MCCCDC policies and administrative regulations.

## **15. DURATION**

This policy will become effective on July 1, 2010 and will continue in effect through June 30, 2011. In the event that any provision of this policy is contrary to any Adjunct Faculty employee policies adopted by the District prior to the effective date of this policy acceptance, the provisions of this policy will apply. In the event that any provisions of these policies will be declared invalid by any court of competent jurisdiction, such decisions will not invalidate the entire policy, it being the express intention of the parties that all other provisions not declared invalid will remain in full force and effect.

## **APPENDICES A**

The following are Employee Resources:

Employee Blue Book

<http://www.maricopa.edu/publicstewardship/resources/bb.php>

All Employee Manual

<http://www.maricopa.edu/employees/divisions/hr/managing/policies>

Adjunct Faculty Association

<http://www.maricopa.edu/afa/index.shtml>

Adjunct Faculty Professional Growth

<http://mcli.maricopa.edu/adjunct-fpg/>

Adjunct Faculty Tuition Waiver

<http://www.maricopa.edu/legal/dp/inbrief/adjunctwaiver.htm>

Adjunct Faculty Applications

<http://www.maricopa.edu/employees/divisions/hr/jobs/applying>

MCCDC Governing Board

<http://www.maricopa.edu/gvbd/>

MCLI

<http://mcli.maricopa.edu/>