

## Certificate of Understanding and Conditions of Employment

### for Adjunct Faculty

IN CONSIDERATION OF employment by the Maricopa Community College District as a temporary instructor (hereinafter referred to as Adjunct Faculty), I hereby acknowledge the following:

1. THAT all Adjunct Faculty positions are non-continuing in nature.
2. THAT any instructional employment assignment depends on sufficient enrollment which will not be verified until registration is completed.
3. THAT employment with the District begins with the first day of classes and ends when classes and exams are completed and the final grade roster is returned. That the Adjunct Faculty remains responsible for any incomplete grades on the roster.
4. THAT the administration reserves the right to cancel an Adjunct Faculty's class at any time prior to the second meeting of the class.
5. THAT the assignments of Residential Faculty take precedence over the assignments of Adjunct Faculty.
6. THAT the Maricopa Community College provides for a maximum teaching load of 9.0 hours per semester for Adjunct Faculty. (This will include the load at any of the colleges at any one time.) Exceptions to the 9.0 hours per semester load must be approved by a College President and the Vice Chancellor Human Resources or designee.
7. THAT compensation for Adjunct Faculty is established by Governing Board Policy.
8. THAT Adjunct Faculty will not be paid for class absences, subject to the conditions stated in Board Policy.
9. THAT payment for services rendered will be on a regular basis throughout the period of assignment and that Adjunct Faculty will be notified of the schedule of payment at the beginning of the term of employment.
10. THAT Adjunct Faculty are responsible for submitting accurate rosters, 45<sup>th</sup> day rosters and grade reports in accordance with deadline dates established by the college(s).
11. THAT employment for Adjunct Faculty is contingent upon:
  - (a) Completion of file material to establish qualifications.
  - (b) Signing a loyalty oath as required by Arizona Revised Statutes.
  - (c) Completion of Form I-9 (Employment Eligibility Verification Form).
  - (d) Completion of the appropriate District forms.
12. THAT Adjunct Faculty understands that his/her employment is "at-will". This means MCCCDC may terminate his/her employment at any time during the term of this employment with or without cause.
13. THAT an individual meeting the qualifications for an Adjunct faculty position may or may not meet the requirements to be hired for a full-time faculty position in the same discipline.
14. THAT the colleges within the Maricopa Community Colleges have my permission to reproduce and distribute the contents of my Adjunct faculty file, including copies of my official and unofficial transcripts, to other colleges within the District.

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