

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

Adjunct Faculty Handbook



Effective Date: July 1, 2024

TABLE OF CONTENTS

ARTICLE 1: INTRODUCTION	2
ARTICLE 2: KEY TERMS	4
ARTICLE 3: ESSENTIAL DUTIES AND RESPONSIBILITIES OF ADJUNCT FACULTY	10
ARTICLE 4: EMPLOYMENT	12
ARTICLE 5: COMPENSATION AND WORK HOURS	13
ARTICLE 6: BENEFITS	18
ARTICLE 7: ADJUNCT FACULTY ROLE IN SHARED GOVERNANCE	21
ARTICLE 8: EMPLOYEE CONDUCT	27
ARTICLE 9: CONFLICT RESOLUTION	29
ARTICLE 10: LEGAL RIGHTS	32

ARTICLE 1: INTRODUCTION

This Adjunct Handbook provides guidelines addressing Adjunct Faculty pay, benefits, and working conditions. It communicates the most recent District Faculty policies based on the philosophy of Shared Governance as the surest path to advancing our collective mission.

A. *Scope and Effect of Coverage*

This Handbook consolidates information found in applicable [MCCCD Administrative Regulations](#), [Governing Board Policies](#), the [Residential Faculty Agreement](#), and any contracts and/or agreements that are applicable to persons employed in an instructional or service capacity on a part-time, term-to-term, non-appointive basis (“Adjunct Faculty”) by the Maricopa County Community College District (“District” or “MCCCD”). If any statements in this Handbook conflict with the originating policies and regulations, the provisions of the original policy or regulation controls.

This Handbook is to be utilized as a means for creating a working environment where new Adjunct Faculty are initiated to the vital mission of student learning in a way that creates the greatest opportunity for Adjunct Faculty to apply their skills, talents, and knowledge to achieve teaching excellence. Additionally, this Handbook communicates pathways for greater involvement and impact for experienced Adjunct Faculty.

This Handbook provides information for all Adjunct Faculty and those who work with them. This document is designed to serve as a living resource that guides and supports Adjunct Faculty as valued members of the academic community.

The Chancellor of the District has the sole, exclusive right and authority to create and issue this Handbook. This Handbook may be changed by the Chancellor at any time. This Handbook specifies expected standards of conduct of Adjunct Faculty and terms of their employment; this version supersedes all previous written and unwritten personnel procedures and guidelines, as well as past personnel practices of the District and any current College policy inconsistent with the information set forth herein.

In addition to this Handbook, individual Colleges may create other handbooks, guides, and websites to convey policies, procedures, and resources to assist Adjunct Faculty. These documents and materials cover a variety of policy and procedural areas that may be unique to a specific College, department, or division. College documents may enhance and augment District policies to provide detail on College-related perspectives or specific procedures and resources, but are not intended to replace or substantively modify any District policy, Administrative Regulation, or Board-approved document.

B. *Adoption and Amendment*

This handbook will be updated and maintained annually by the Adjunct Faculty Handbook Collaboration Team (AFHCT), a Chancellor-appointed committee, to reflect changes and advances in the Residential Faculty Agreement (“RFA”), MCCC Administrative Regulations (“Admin Regs”), and other policies and processes. Changes made herein will be emailed to all Adjunct Faculty for review with a set timeframe available for feedback. The AFHCT will review the feedback and forward any proposed changes to the Handbook to the Chancellor for review and final approval. Upon approval, the Handbook will be effective July 1 - June 30, unless otherwise indicated by the Chancellor.

Nothing in this manual creates or is intended to create an employment contract, expressed or implied.

Editorial changes such as correcting typographical errors, punctuation, formatting, and conforming to updated terminology, references, or links are not considered amendments and may be made by consensus of the AFHCT.

ARTICLE 2: KEY TERMS

A

Academic Freedom

See Article 3 of the RFA.

Adjunct Faculty

A faculty member employed in an instructional or service capacity on a part-time, term-to-term, non-appointive basis. When used as a noun, the word Adjunct has the meaning of “something joined or added to another thing but not essentially a part of it.” When used as an adjective it has the meaning “added or joined as an accompanying [member]” (www.merriam-webster.com). It is the desire of the AFHCT that the second meaning be attached to the use of the word Adjunct Faculty within MCCCDC. This will communicate the important contributions that Adjunct Faculty make to student learning success and the overall mission of MCCCDC by being joined to the Residential Faculty who take the full-time lead in directing and fulfilling this mission.

Adjunct Faculty Group (AFG)

A body of faculty employed in an instructional or service capacity on a part-time, term-to-term, non-appointive basis.

Adjunct Faculty Group Board (AFGB)

The AFGB is the representative governance body of the AFG which provides a voice on matters that affect their employment, compensation, and professional development. Members of the AFGB are elected to represent Adjunct Faculty at their individual Colleges or the AFG as a whole.

Adjunct Faculty Group Leadership Team (AFGLT)

The AFGLT consists of the Officers of the AFGB that represent Adjunct Faculty at the District level on matters that affect their employment, compensation, and professional development.

Adjunct Faculty Handbook Collaboration Team (AFHCT)

The AFHCT is responsible for updating the Adjunct Faculty Handbook. It consists of four administrative representatives appointed by the Chancellor from the Academic and Student Affairs (“ASA”) Division, the HR Division, the VPAA Council, and an instructional Deans’ Council, and four representatives from the Adjunct Faculty. This group will be led jointly by the ASA Division and the HR Division representatives.

Adjunct Faculty Professional Growth (AFPG)

AFPG provides limited financial reimbursement to Adjunct Faculty, whether Instructional or Service, to attend conferences, seminars, workshops, and professional meetings that are directly related to the Adjunct Faculty’s assignment with the District.

Adjunct Faculty Group (AFG) Representative

Elected Adjunct Faculty members from each College who are responsible for representing adjunct colleagues at an individual College and to the AFGB.

Adjunct Faculty Salary Tier Structure

A three-tiered compensation structure to support the significant investments of Adjunct Faculty in professional development in alignment with MCCCCD's mission and goals.

Advisory Budget Council (ABC)

District-wide Council tasked with the budget development process.

C**Center for Employee and Organizational Development (CEOD)**

Provides professional development to all employees of the District and is an area within District Human Resources.

Centers for Teaching and Learning

Nine of the ten colleges have Centers for Teaching and Learning (CTL, CTLE, CTLEE, CTLED, or CTLA) which support faculty through resources, information, Canvas training, and professional development. Rio Salado College has an instructional help desk that offers similar support to Adjunct Faculty.

Core Functional Area (Core)

The primary functional and professional responsibilities of Faculty in instruction, library services, counseling services or academic support.

Course Competencies

Statements that describe skills and/or knowledge that students are expected to gain as a result of successfully completing the course. Includes a reference to the Course Outline (by Roman Numerals) that identifies a relationship between course concepts and a competency.

D**Department/Division Charter**

The Department/Division Charter is a document developed by each College's Departments and/or Divisions that reflects how the Department/Division has determined to organize itself and make decisions. The purpose of the Charter is to allow Departments and Divisions flexibility in their self-governance while ensuring transparency and participation as appropriate by all Faculty within the unit. In no case may the Department/Division Charter conflict with the provisions of the College Plan or Residential Faculty Agreement.

Disability Resource Services (DRS)

In accordance with the Americans with Disabilities Act (ADA), the Maricopa County Community College District (MCCCD) and its associated colleges are committed to providing equitable access to learning opportunities to students with documented disabilities. Students may initiate an accommodation process with their local college DRS office which will inform and consult with faculty concerning any accommodations. Information and resources available can be found [here](#).

E

Employee Learn Center (ELC)

The portal utilized by MCCCD that contains mandatory trainings, optional professional development opportunities, and [quick reference guides \(QRGs\)](#) for many internal processes and procedures.

F

Faculty Chair

A Residential Faculty elected to provide leadership and supervision of an academic unit at the College.

Faculty Senate President

The Faculty Senate Presidents are elected representatives of the Residential Faculty of each College.

G

Grievance

For purposes of this manual a grievance is defined as:

- An alleged misapplication, misinterpretation or violation by a Supervisor of the [MCCCD Administrative Regulations](#) that adversely affects the Grievant; or
- An alleged misapplication, misinterpretation, or violation by a Supervisor of any of the following specific provision(s) of this agreement:
 - Academic Freedom (Article 10);
 - Intellectual Property (Article 10);
 - The specific Shared Governance guarantees provided for in Article 7 of this handbook, the College Plan, or other governing documents;
 - Instructional Grievances (Article 9.A);
 - Final Course Grade Appeals (Article 9.A); or,
 - Evaluation Frequency and Notice Requirements (Article 4.E.)

H

Human Capital Management (HCM)

Maricopa County Community College District uses the HCM system to track compensation, reported time, and absences.

Human Resources (HR)

Each College maintains a local HR office responsible for College-level human resources functions. District HR is responsible for managing District-wide functions related to Human Resources.

I

Interest-Based Problem Solving (IBPS)

A shared governance process in which parties identify issues and interests to collaboratively come to solutions and to solve problems.

Instructional Assignment

The course(s) offered within MCCCCD that are assigned to faculty.

Intellectual Property

See Article 4 of the RFA.

Investigation

See Article 22 of the RFA

M

Maricopa County Community College District (MCCCCD)

The “District” is composed of ten (10) individually accredited Colleges throughout Maricopa County and a District Support Services Center.

Maricopa Center for Learning and Innovation (MCLI)

District professional development hub that coordinates and supports faculty professional development.

O

One-Semester-Only (OSO) Faculty

Full-time, exempt, and benefits-eligible Faculty who are employed in an instructional or service capacity for one semester or less.

One-Year-Only (OYO) Faculty

Full-time, exempt, and benefits-eligible Faculty who are employed in an instructional or service capacity for one academic year or less.

P**Provost**

The Executive Vice Chancellor and Provost, herein referred to as Provost, is the second highest executive of MCCCDC overseeing and guiding the implementation and management of the District's strategies in the fulfillment of the District's vision and strategy. The Provost is responsible for the oversight of the design, implementation, and fulfillment of strategies, plans, and goals for MCCCDC's established academic model that promotes MCCCDC's vision.

R**Residential Faculty**

Residential Faculty are full-time, exempt, and benefits-eligible faculty who hold probationary or appointive status.

Probationary status is assigned to all Residential Faculty members who have not attained Appointive status. Appointive status may be attained by a Residential Faculty member at the beginning of their sixth consecutive year calculated from the start date of the first probationary period upon completion of all requirements of Probation.

Residential Faculty Agreement (RFA)

MCCCDC Governing Board approved agreement between District Administration and Residential Faculty.

S**Service Assignment**

Counselor, Librarian, or service in an educational development role assigned to a faculty member.

Student Information System (SIS)

Centralized system for tracking curriculum, instructor schedules, student records, grades, financial aid and other student-related information.

Supervisor

A Supervisor is an individual with the authority to render a decision under this handbook or the MCCC Administrative Regulations. For the purposes of this handbook, it is assumed that an Adjunct Faculty may challenge decisions made by other individuals (e.g., Executive Vice Chancellor and Provost, College President, Vice President of Academic Affairs) when those individuals are acting in a supervisory capacity for the Adjunct Faculty. In those cases, the conflict resolution steps will proceed according to their respective reporting structures.

V**Vice President of Academic Affairs (VPAA)**

The Vice President of Academic Affairs (VPAA) is the chief academic officer of a College. The VPAA promotes academic quality and excellence, partners with other College leaders to support students holistically, and supports faculty in developing new and innovative programs to meet community needs.

ARTICLE 3: ESSENTIAL DUTIES AND RESPONSIBILITIES OF ADJUNCT FACULTY

A. Essential Duties and Responsibilities

Adjunct Faculty are central to the academic mission of MCCCDC and as such are integral members of the College communities they serve. Inherent in this position is fulfilling the following professional responsibilities, including but not limited to:

1. Adhere to MCCCDC Official Course Competencies and Outline in its entirety for all assigned courses
2. Prepare for and meet all classes as scheduled and in the designated modality
3. Fulfill all compensated service assignments as directed by the Faculty Chair or other supervisor
4. Prepare, submit, and implement syllabi in accordance with College and Department/Division procedures
5. Respond to student inquiries in a timely manner
6. Keep all essential instructional records for the required period in the event of a grade appeal
7. Record attendance and grades (e.g., refund period, 45th day reporting, and final grades) according to the established College calendar
8. Participate in instructional grievances and grade appeals, as necessary
9. Notify supervisors and students promptly in the event of absence from class and record absences in HCM
10. Utilize the designated Learning Management System or other Department/Division instructional technology in accordance with the minimum thresholds as communicated by the College
11. Check official College email and respond to inquiries from supervisors and colleagues in a timely manner
12. Participate in any required faculty onboarding processes at the District or College
13. Complete all required compliance and regulatory requirements as directed by the College or Faculty Chair
14. Complete relevant course assessment as directed by the Faculty Chair
15. Participate in instructional evaluation procedures as directed and required by the College or Department/Division
16. Remain current in content-specific areas of instruction or service areas
17. Be familiar with and comply with the policies contained in this handbook as well as the [MCCCDC Administrative Regulations](#), Governing Board policies and all changes and amendments to these policies
18. Follow the same Professional Code of Ethics (RFA 5.1) as the Residential Faculty

B. Optional Activities

Adjunct Faculty have the option*, but are not required to:

1. Serve on Department, College, or District committees
2. Serve as student club advisors
3. Attend optional training sessions
4. Participate in departmental/divisional meetings and activities
5. Participate in recruitment events
6. Engage in other voluntary service opportunities
7. Conduct academic support hours (office hours)
8. Perform duties other than those directly related to an Instructional Assignment

* Some of the listed optional activities may include additional compensation at the discretion of District or College leadership.

ARTICLE 4: EMPLOYMENT

A. *Application for Employment*

A person seeking an Adjunct Faculty position within the District must submit an application, resume, and copies of unofficial transcripts online to the [Maricopa Careers website](#). Adjunct Faculty must meet the required credentials for their discipline. Interested Adjunct Faculty can also contact specific Faculty Chairs at any College to express their interest in becoming an Adjunct Faculty and request information. Adjunct Faculty hiring decisions are managed locally by the Faculty Chair and College Human Resources.

B. *Employment Status*

Adjunct Faculty are “at-will” employees. Adjunct Faculty may terminate employment with the District at any time, with or without advance notice or cause. The District can terminate the employment of Adjunct Faculty at any time, with or without advance notice or cause. As at-will employees, Adjunct Faculty receive no guarantees that they will be employed for any set period of time. Instructional or Service Assignments may be canceled prior to the start of the assignment for reasons including, but not limited to, class cancellations due to low enrollment or a Residential Faculty’s course load requirement. (See Article 9.B.3) Any oral or written statements or promises to the contrary are not binding upon the District.

C. *Equal Employment, Non-Discrimination, Prohibition of Harassment*

MCCCD is committed to promoting a learning and work environment that is non-discriminatory and free from harassment. This commitment is demonstrated by valuing inclusion, implementing policies and regulations that serve to prohibit discrimination, and practicing non-discriminatory actions in employment and academic activities.

MCCCD will not discriminate nor tolerate discrimination against any applicant, employee, or student in any of its policies, procedures, or practices. The District is committed to taking all reasonable steps to stop and prevent discrimination, harassment, and retaliation.

Regular, required training and acknowledgements related to these policies can be found in the Employee Learn Center. For more information about these policies, see [MCCCD Administrative Regulation, Section 5](#).

D. *Americans with Disabilities Act (ADA) Accommodation*

In accordance with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, an employee who requires an accommodation in order to perform the essential functions of the job the employee holds may request a reasonable accommodation. Contact local Human Resources for accommodation support.

E. Adjunct Faculty Evaluations

Purpose

The purpose of the Adjunct Faculty evaluation process is to verify demonstrated proficiency in the Adjunct Faculty's instruction and/or primary work responsibilities within an environment of support and encouragement. The evaluation process can both recognize high performance resulting from an Adjunct Faculty's professional development and/or recommend areas of professional development in areas where improvement is needed.

The objectives of the Adjunct Faculty evaluation process are to ensure teaching efficacy and to advise Adjunct Faculty regularly and specifically of their strengths and opportunities for growth, progress, and overall status.

Evaluations will include performance data as appropriate and a review of the Adjunct Faculty's course evaluations as completed by enrolled students.

Time Frame

Adjunct Faculty will be evaluated by the Faculty Chair or designated Faculty Supervisor in each of the first three semesters of teaching at the College. After the first three semesters, Adjunct Faculty will be evaluated at least once every three years and any time they teach a new class at the College. Adjunct Faculty may be evaluated in any semester deemed necessary.

Adjunct Faculty who teach in different Departments/Divisions or at multiple Colleges will be evaluated by the Faculty Chair or designee of each Department/Division as specified above.

All evaluations, regardless of modality, will be scheduled at least two (2) business days in advance. Within 15 accountability days of the review date, the evaluator and the Adjunct Faculty will meet to reflect on the evaluation. Results of the evaluation shall be provided in writing to the Adjunct Faculty.

ARTICLE 5: COMPENSATION AND WORK HOURS

A. *Work in the Core Functional Area*

The primary functional and professional responsibilities of Faculty in instruction, library services, counseling services or academic support are defined as the Core Functional Area.

Adjunct Faculty are limited to a maximum of 25-clock hours of work per week in the Core Functional Area and are permitted to combine Instructional and Service Assignments provided they do not exceed the 25-clock hours per week limitation.

1. *Instructional Assignments*

Beginning and Ending of Instructional Assignments

Instructional Assignments start on the date the class begins and end on the deadline for completion of all examinations and the submission of the final grade roster, or as otherwise directed by the Faculty Chair. Duties related to the Instructional Assignment may begin before the start date of the class (such as preparation of course materials or Department/College trainings) or continue after the end date (such as required participation in student complaint or grievance processes).

Maximum Load in the Core Functional Area of Instruction

The maximum instructional load for Adjunct Faculty in Instructional Assignments is nine (9) load hours per term (Fall, Spring or Summer), which can be extended up to twelve (12) load hours per term. Class load above the standard nine (9) load hours requires VPAA approval. Within this limitation, Adjunct Faculty may serve at one or more Colleges in the District. Adjunct Faculty whose primary job within MCCCCD is classified staff should refer to the [Staff Policy Manual](#) for instructional load limits.

Each instructional load hour is equivalent to two (2) clock hours per week on average (one for preparation and grading, one for instruction) per semester. Thus, Instructional Adjunct Faculty are paid for time in the classroom plus an equivalent amount of time for preparation over a 16-week semester. So a one (1) load hour class is calculated at thirty-two (32) workload hours per semester (1 load x 2 hours x 16 weeks); i.e., a three (3) load hour class is calculated at ninety-six (96) hours per semester (3 load x 2 hours x 16 weeks), etc.

2. *Service Assignments*

Beginning and Ending of Service Assignments

Employment for Service Assignments is considered to begin and end on the dates communicated by the Faculty Chair. Duties related to the Service Assignment may arise or continue after the end date (such as required participation in student complaint or grievance processes).

Maximum Weekly Clock Hours in the Core Functional Area of Service

The maximum workload for Adjunct Faculty in Service Assignments is twenty-five (25) clock hours per week in the Fall, Spring, or Summer terms. Within this limitation, Adjunct Faculty may serve at one or more Colleges in the District.

B. Work Outside of the Core Functional Area

Adjunct Faculty may also perform duties outside of their Core Functional Area, including but not limited to: serving as an hourly worker; contract work; stipends; special projects; or Adjunct Faculty Group Representative or Officer. Benefit-eligible employees within MCCCDC, e.g. those employed as full-time staff, may not serve as Adjunct Faculty Group Representatives or Officers.

Adjunct Faculty performing work outside of the Core Functional Area may exceed the 25-clock hours per week for a limited period as long as the cumulative hours of Core and non-Core work do not exceed 1300 (25 hours a week x 52 weeks in a year = 1300 hours) in a calendar year. Therefore, taking on a significant number of non-Core assignments may impact the ability of an Adjunct Faculty to be assigned Instructional or Service Assignments. See the [Pay Guidelines for Part Time Jobs](#) for more details regarding exceeding the 25-clock hours per week.

C. Compensation Rates for Instructional Assignments, Service Assignments, and Work Outside of the Core Functional Area

Adjunct Faculty Tier Status	Rate per Load Hour for Instructional Faculty	Rate per Clock Hour for Service Faculty in Core Functional Area	Rate per Clock Hour for work outside Core Functional Area
Tier 1 Adjunct Rate	\$1,098.00	\$34.312500	\$34.312500
Tier 2 Adjunct Rate	\$1,152.90	\$36.028125	\$34.312500
Tier 3 Adjunct Rate	\$1,207.80	\$37.743750	\$34.312500
Legacy Service Adjunct*		\$43.00	\$34.312500

*Legacy Service Adjunct Faculty are those individuals who meet all of the following criteria:

- Their primary job was Adjunct Service Faculty prior to May 13, 2023 and they had earned pay in that position in the 180 days prior to May 13, 2023; and
- They earned pay as an Adjunct Service Faculty at the rate of \$53.00 per hour during the 2023-24 Fiscal Year; and

- They have remained continuously employed as Adjunct Service Faculty with no breaks in service longer than 180 days since May 13, 2023.

Either of the following events will cause a Legacy Service Adjunct Faculty to become ineligible for the legacy rate.

- Receiving pay in a primary job that is full-time Faculty or full-time Staff.
- Failing to work at least one hour at the legacy rate in any 180-day period.

Legacy Service Adjunct Faculty will earn \$43.00 per hour in the Core Functional Area of Service, effective August 9, 2024. This rate will expire at the beginning of the Fall 2029 Semester, or until such time as the Tier 3 Adjunct Rate reaches or exceeds \$43.00, whichever is sooner. The Legacy Service Adjunct Faculty hourly rate will not be eligible for Cost of Living Adjustments (COLAs) during this period. Although Legacy Service Adjuncts may accrue professional growth hours as described in the Adjunct Salary Tier Progression program, their hourly rate may not exceed \$43.00 per hour. Once the Legacy Service Adjunct Rate expires, as described above, all Adjunct Faculty will be paid according to their earned placement on the Tier system.

The maximum permissible earnings from part-time work for all adjunct faculty will be \$49,067 per calendar year. This is the amount of money an Adjunct Faculty earning the Tier 3 rate (\$37.74 per hour) would earn over 52 weeks if working 25 hours per week. Service Adjunct Faculty earning the new legacy rate of \$43 per hour will have the same annual earnings cap (\$49,067).

D. Calculation of Compensation for Instructional Assignments

Adjunct Faculty instructional assignments are submitted for pay purposes during the pay period that the class begins. Therefore, compensation for an instructional assignment begins after the start date of the class and there may be only one (1) week of pay included in a starting or ending pay check.

The compensation for most Instructional Assignments is based on the total pay for a course, prorated over the length of the Instructional Assignment. The most common Instructional Assignment is a three (3) credit/three (3) load hours course. The total pay for that course would be three (3) multiplied by the applicable rate described above. That total amount is divided by the number of weeks the class meets. Pay is biweekly for the duration of the course according to the [District payroll calendar](#).

Note: The formula described above is the most common load formula, but there are several other formulas for lab classes (e.g., music, science, allied health, etc) and some occupations/workforce courses. The Faculty Chair can explain the appropriate load formulas for the Instructional Assignment.

Note: Rio Salado maintains a different instructional model and thus utilizes a different calculation for how Adjunct Faculty are compensated. Please contact a Faculty Chair at Rio Salado for more details.

Maricopa Community Colleges are part of the Arizona State Retirement System (ASRS). Any employee who works 20 (twenty) or more clock hours a week for 20 (twenty) or more cumulative weeks in a fiscal year will have contributions withheld for ASRS and becomes an active member in the ASRS pension system.

E. Adjunct Salary Tier Progression

Adjunct Faculty can advance to Level 2 on the Salary Tier Structure by completing 25-clock hours of pre-approved professional development activities and to Level 3 by completing an additional 25-clock hours. The 25-clock hours of professional development for each level must be completed from the existing inventory of professional development activities approved by the Residential Faculty Professional Growth (FPG) Committee.

Compensation changes will be adjusted annually and be effective at the beginning of the subsequent Fall semester. Total accumulated professional growth hours are stored in the [employee's HCM record](#).

Verification Process¹

Adjunct faculty who participate in pre-approved FPG events and complete all of the required activities stipulated by the organizer of the event must initiate the request for verification within 30 calendar days of the end of the event.

Submission of requests and for Tier Advancement approval should follow the instructions in the [Quick Reference Guide](#).

Requests for Verification may be denied: if the submission is not initiated within 30 calendar days of the last date of the event; if the event has not been pre-approved for FPG advancement; if the final assessment or evaluation was not received by the organizer; or, if the submission is incomplete.

F. Canceled Classes

When an Instructional Assignment is canceled after one or more class meetings due to emergency or unforeseen circumstances, Adjunct Faculty will be compensated on a pro-rata basis for those classes that met prior to the course cancellation.

G. Absences

Adjunct Faculty are expected to be present for all scheduled classes or service hours. Adjunct Faculty are eligible for sick leave and must use earned sick time to be compensated for missed

¹ This verification process is subject to change as it was under review at the time of the adoption of this Handbook.

classes or service hours due to illness. See Article 6.A for absences related to Professional Growth activities.

In the event of an absence, Adjunct Faculty shall notify the Faculty Chair and Department/Division Administrative Assistant in writing as far in advance as possible to permit the hiring of a substitute and ensure notification to students. If possible, the Adjunct Faculty is expected to provide the Faculty Chair or substitute with a lesson plan or prepared assignments. Adjunct Faculty should [report sick time in HCM](#).

ARTICLE 6: BENEFITS

A. Leaves

Adjunct Faculty are eligible for the following leaves:

- Sick Leave
 - Adjunct Faculty accrue one (1) clock hour of sick leave for every thirty (30) hours of reported time. More information on sick leave can be found [here](#).
- Leave for Professional or Civic Duty (see RFA 12.3)

See [District HR Benefits](#) for more information.

Adjunct Faculty who miss a class or service assignment for AFIG-funded professional development should work with their Faculty Chair to arrange a substitute or identify appropriate coverage for their class or service assignment. Adjunct faculty shall not have their pay docked for classes or other professional responsibilities missed due to participation in approved professional growth activities. It might be necessary to work with the Faculty Chair or local Human Resources to complete appropriate forms.

Contact the Faculty Chair or local Human Resources with questions about the leave policies.

B. Disposition of Sick Leave Upon Separation

Adjunct Faculty do not qualify for sick leave payment upon separation from the District.

C. Holidays

Classes are not generally held on District-recognized holidays. Exceptions may be made for some classes (ex. intercession classes and courses provided to corporate and government clients). Review the [District Academic Calendar](#) for recognized holidays.

D. Employee Assistance Program (EAP)

Adjunct Faculty are eligible for the Employee Assistance Program. See [District HR Benefits](#) for more information.

E. Tuition Waivers

Instructional Adjunct Faculty are eligible to use a tuition waiver for a maximum of six (6) credit hours when assigned to teach credit courses, to be taken during the semester in which they teach. Adjunct Service Faculty who work an average of more than six (6) hours per week in a semester are eligible to use a tuition waiver for a maximum of six (6) credit hours to be taken during the semester in which they work. Use of a waiver may be deferred to a term that follows the assignment, but use must take place within the same fiscal year of the assignment. Assignments to teach non-credit courses are not eligible for the waiver benefit. See [Tuition Waivers](#) for more information.

F. Job-Related Injuries

Adjunct Faculty may be eligible for Workers Compensation related to workplace injuries. See [District Risk Management](#) for more information.

G. Professional Development

Purpose

Professional development is the cornerstone of instructional excellence as demonstrated by the District's outstanding Adjunct Faculty workforce. Not only are Adjunct Faculty subject matter experts in the fields in which they teach, they are also committed to maintaining advanced skills in all instructional modalities. Faculty are expected to provide exceptional instruction and/or service, which is contingent upon Faculty continuing to strengthen their practice throughout their career, expanding current knowledge and practices within their area(s) of expertise as established by external regulating bodies related to their discipline.

Professional development is available through a variety of methods supporting not only the skills development of individual Adjunct Faculty but also advancing the District's achievement of its student learning and success goals.

Adjunct Faculty are expected to complete all trainings, acknowledgements, and/or workshops required by District, state, or federal mandate as part of their instructional or service assignment.

College Programs

Each College organizes Adjunct Faculty professional development programs differently, and such programs may be available through the College's Center for Teaching and Learning (CTL), Faculty Development, or Employee Development areas.

Colleges may offer training designed specifically for a particular discipline. An Adjunct Faculty will likely learn about these offerings through email from their Faculty Chair.

District Programs

The District provides numerous programs to support teaching and learning. The [Maricopa Center for Learning and Innovation](#) (MCLI), located at the District Support Services Center, is dedicated to supporting and advancing teaching and learning by working collaboratively with faculty, administrators, and District-wide groups to provide quality services, programs, and resources. Faculty development programs and initiatives available to Adjunct Faculty through the MCLI include:

- Adjunct Faculty Professional Growth (AFPG)
- Maricopa Summer Institute

[Adjunct Faculty Professional Growth Funding](#) (AFPG)

MCCCD understands the importance of professional development of Adjunct Faculty and its impact on student learning and success. As a result, the District provides Adjunct Faculty with many opportunities and resources for professional development.

All Adjunct Faculty, whether Instructional or Service, may apply for funding assistance on a reimbursement basis to attend conferences, seminars, workshops, and professional meetings that are directly related to the Adjunct Faculty's assignment with the District. Professional growth funds may not be used to cover the loss of compensation due to class absences.

Adjunct Faculty may receive up to \$750 within a fiscal year, depending on course load, in reimbursement for approved professional growth activities including travel. Refer to the website for eligibility requirements.

AFPG funding cannot be used to support participation in clock hours applied toward advancement in the Salary Tier Structure. Adjunct Faculty who are eligible for *Staff* Professional Growth Funds cannot apply those funds toward advancement on the Adjunct Faculty Salary Tier Structure. Professional development activities that utilize *FPG* Funds cannot be applied towards advancement in the Salary Tier Structure.

The *AFPG* Program is funded and administered by the MCLI. Contact the MCLI with questions about Adjunct Faculty Professional Growth Funding.

[Center for Employee and Organizational Development \(CEOD\)](#)

CEOD provides personal, professional, and technology learning opportunities. It works in partnership with Colleges, Departments/Divisions, and business units to provide resources to meet specific employee development needs. Adjunct Faculty may attend District professional development programs unless the program specifies otherwise.

H. *Equipment and Facilities*

Equipment

Adjunct Faculty may access College facilities and may utilize equipment and intra- and inter-College mail facilities according to the procedures established by each College for the purpose of conducting District business. Equipment may not be removed from the College by Adjunct Faculty without prior written approval of College President or designee.

Office Space

A designated workspace/co-working space will be provided for Adjunct Faculty at each location of their assignment. See RFA Article 9.4 Adjunct Faculty may use this space to counsel students, prepare classroom materials, grade papers, and have computer and telephone access.

Technology/Software

Adjunct Faculty shall have access to standard, current technology and or/software to meet the needs of their courses.

ARTICLE 7: ADJUNCT FACULTY ROLE IN SHARED GOVERNANCE

Since 1966, higher education associations representing faculty, administration, and governing boards have endorsed shared governance as a staple of American higher education (American Association of University Professors, American Council on Education, and the Association of Governing Boards, 1966).

“Shared governance is one of the basic tenets of higher education. . . and effective shared governance creates a healthy campus environment that can more easily act on needed change and emerging opportunity.” (Association of Governing Boards, Shared Governance: Changing with the Times, 2017).

“Governance of a quality institution of higher education will include a significant role for faculty, in particular with regard to currency and sufficiency of the curriculum, expectations for student performance, qualifications of the instructional staff, and adequacy of resources for instructional support.” (Higher Learning Commission).

At MCCCDC, Shared Governance, while recognizing the non-delegable statutory duties of the Governing Board:

- Reflects collaboration among the chief component groups: faculty, staff, administrators, students, and the Governing Board.
- Recognizes and values the expertise and responsibilities of the chief component groups.
- Provides a venue and gives voice to common concerns, as well as to issues unique to specific component groups.
- Invites all component groups and constituencies to participate as true consultants and partners in good-faith problem solving.
- Depends on open and reciprocal communication, transparency, and the development of trust and a sense of community in planning and implementation.
- Commits to the importance of building consensus wherever possible, and also to moving forward where it cannot be achieved.
- Supports the shared vision of the Maricopa Community Colleges: "Excellence in education for a better world."

Shared Governance is inherent in MCCCDC's culture and there is commitment to this practice. By fostering collaboration, communication, and access to information, MCCCDC is committed to decision making through a deliberate and intentional process of shared governance. Shared governance empowers all members of MCCCDC to have a voice in decision-making, encouraging diverse and creative input that advances the success of the College and utilizes interest-based problem solving (IBPS).

A. *Non-Delegable Governing Board Duties*

It is recognized that state and federal law vest the Board with certain powers and duties that may not be delegated, limited or abrogated by agreement with any party. If any clause or provision in this document should be found to be unenforceable or invalid, it shall not have an effect on any other clause in this document.

B. *Participation in Educational Policy and Budget Formulation*

Residential Faculty have primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, Faculty status, and those aspects of integrated student support which relate to the educational process. Adjunct Faculty are encouraged to participate where the opportunity arises.

Policy and MCCCCD Administrative Regulations affecting Faculty shall be shared with Adjunct Faculty prior to implementation. Policy recommending committees that plan, propose, or recommend any action that will influence decisions regarding the educational program of the District, shall be a part of the administrative structure at each College and a part of the District administrative structure. Such policy recommending committees shall include representatives of the Adjunct Faculty Group Board.

Representatives of the Adjunct Faculty Group Board shall participate in the District budget development process through their membership in the Advisory Budget Council (ABC). Preliminary College budgets will be developed with the participation of the respective College Adjunct Faculty Representatives or designees prior to their College's budget submission to ABC. The College Adjunct Faculty Representative or designee may submit to the College President recommendations on budget appropriations for programs and priorities before the College budget is finalized. Any subsequent changes will be brought to the attention of the College Adjunct Faculty Representatives before submission to ABC.

C. *Governing Board Meetings*

The Adjunct Faculty Group Board President shall be accorded sufficient time at all regular Governing Board meetings to present Adjunct Faculty views.

D. *District-wide Committees*

District-wide committees on which Adjunct Faculty will have at least one representative include, but are not limited to:

- Chancellor's Executive Council (AFGB President or designee)
- Bachelor's Degree Advisory Committee
- Staffing Advisory Committee
- Emergency Preparedness
- Compensation Advisory Committee (AFGB President or designee)
- Employee Engagement
- Advisory Budget Council (AFGB President or designee)
- Freedom of Expression

- Technology Advisory Group
- Standard Operating Procedures Advisory Committee (SOPAC)
- District Level Executive Searches
- AFHCT (No less than 50% of the Team)

E. Essential Duties and Responsibilities of AFG President

The duties listed below are in addition to any instructional or service assignments or other compensated employment with MCCCCD as they directly relate to representing the AFG.

Representative duties of the AFG President include, but are not limited to:

1. Ensuring Adjunct Faculty participation in shared governance and on District-wide committees that shared governance requires. Adjunct Faculty representatives on District-wide committees will be selected as described in the AFG Bylaws
2. Presiding over monthly AFG Board (AFGB) meetings
3. Presiding over Adjunct Faculty Group Leadership Team (AFGLT) meetings
4. Leading the AFG by engaging, promoting, and supporting Adjunct Faculty related events including faculty onboarding, adjunct orientation, and MCLI or CTL sponsored events as appropriate and possible.
5. Interacting with District and College administration as needed for engagement, information, feedback, and advocacy
6. Working with AFHCT and other relevant committees to collect and advocate for Adjunct Faculty interests related to compensation and working conditions
7. Supporting the AFGB with advice and institutional knowledge
8. Organizing and delegating tasks to AFGB committees and appointing a chair of each committee
9. Working closely with the AFGB President-Elect to ensure an effective transition
10. Assisting MCLI in planning events and projects
11. Facilitating engagement, responding to questions, and advising AFGB through effective timely communication
12. Communicating AFGB activities to Adjunct Faculty on a periodic basis
13. Reporting to the MCCCCD Governing Board at the regular monthly meeting
14. Maintain current knowledge of the Adjunct Faculty Group Bylaws, Adjunct Faculty Group Handbook, and other relevant policies, procedures and processes

F. Essential Duties and Responsibilities of AFG Officers

The AFG President, all Officers, and all College Representatives will be selected as described in the AFG Bylaws. The duties listed below are in addition to any instructional or service assignments or other compensated employment with MCCCCD as they directly relate to representing the AFG.

AFG President-Elect

The role of the AFG President-Elect is to support the AFG President in effectuating a seamless leadership transition. Representative duties of the AFG President-Elect include, but are not limited to:

1. Engaging in activities fostering increased Adjunct Faculty effectiveness in support of increased student success
2. In conjunction with the AFG President, interact with District and College administration as needed for engagement, information, feedback, and advocacy
3. In conjunction with the AFG President, assist MCLI in planning events and projects
4. Promoting Adjunct Faculty related events and professional development opportunities
5. Supporting the AFG President in responding to or appropriately directing questions from Adjunct Faculty
6. Facilitating Adjunct Faculty engagement as much as possible
7. Attending and effectively participating in assigned committees and events
8. Maintain current knowledge of the Adjunct Faculty Group Bylaws, Adjunct Faculty Group Handbook, and other relevant policies, procedures and processes

AFG Vice President of Administration (AFGVPA)

The role of the AFGVPA is to support the AFG President and AFGB. Representative duties of the AFGVPA include, but are not limited to:

1. Publicizing time, date, and location (or link) of AFGB monthly meetings to Adjunct Faculty
2. Creating and maintaining monthly meeting agenda and meeting minutes
3. Maintaining the records of the AFGB, including, but not limited to, monthly minutes, College Representative reports, and Governing Board addresses
4. In conjunction with the AFG President, interact with District and College administration as needed for engagement, information, feedback, and advocacy
5. Promoting Adjunct Faculty related events and professional development opportunities
6. Supporting the AFGB President in responding to questions from Adjunct Faculty
7. Facilitating Adjunct Faculty engagement as much as possible
8. Attending and participating on assigned committees and events
9. In consultation with the AFGB President, advising AFGB
10. Meeting with the AFGB President and AFGVPEO to assist with their tasks as needed and requested
11. Maintain current knowledge of the Adjunct Faculty Group Bylaws, Adjunct Faculty Group Handbook, and other relevant policies, procedures and processes

AFG Vice President of Elections and Order (AFGVPEO)

The role of the AFGVPEO is to support the AFG President and AFGB. Representative Duties of the AFGVPEO include, but are not limited to:

1. Serving as Parliamentarian at all regular and special meetings of the AFGLT and AFGB
2. Conducting elections for the AFGB and AFGLT
3. Developing and maintaining election procedures to ensure fair elections
4. Maintaining election records for all AFGB and AFBLT elections
5. Supporting the AFGB with advice and institutional knowledge
6. In conjunction with the AFG President, interact with District and College administration as needed for engagement, information, feedback, and advocacy
7. Attending and participating on assigned committees and events
8. Advising Adjunct Faculty who are interested in becoming a College Representative on the roles and responsibilities of the position
9. In consultation with the AFGB President, advising AFGB
10. Maintain current knowledge of the Adjunct Faculty Group Bylaws, Adjunct Faculty Group Handbook, and other relevant policies, procedures and processes

G. *Essential Duties and Responsibilities of AFG College Representatives**

The duties listed below directly relate to representing the Adjunct Faculty Group and are in addition to any instructional or service assignments or other compensated employment with MCCCCD.

Adjunct Faculty Board Representatives' duties should be carried out with professionalism and respect, and include, but are not limited to, the following:

1. Engage in activities for their assigned College that foster enhanced Adjunct Faculty effectiveness in supporting increased and comprehensive student success
2. Keep current on all District/College policies and procedures that impact Adjunct Faculty at the College, including the impact of a shared governance structure on all District students and employees
3. Establish and maintain regular and predictable communication with all Adjunct Faculty at the College during the academic year (e.g., via emails, College events, one-to-one meetings, Meet & Greet events, etc)
4. Respond to adjunct faculty concerns and communications via email throughout the year
5. Be knowledgeable about Adjunct Professional Growth and Adjunct Salary Tier Progression (see Adjunct Faculty Handbook V: Benefits)
6. Attend meetings relevant to the role of the College Representative and to which Adjunct Faculty representatives are invited
7. Establish and maintain professional working relationships with College Administration or their designees

8. Meet with College leadership, including College President, Vice President of Academic Affairs, Faculty Senate President and others, on a regular and consistent basis
9. Establish and maintain working relationships with the College CTL Office for the purpose of collaborative partnerships in supporting Adjunct Faculty skill development
10. Participate in Adjunct Faculty professional development and recognition events in partnership with District and College Leadership and College Departments/Divisions
11. Serve on District-wide and College-specific search committees as requested and depending on availability
12. Serve on at least one District Committee, as requested
13. Serve on at least one AFG Board subcommittee
14. Provide monthly College Reports to the AFG Board
15. Attend monthly AFG Board meetings (virtual and/or in-person)
16. Support AFG Board and District/College colleagues in efforts to resolve conflicts
17. Serve as a peer representative to accompany an Adjunct Faculty member during dispute resolution processes, if requested. Peer representatives are permitted to support the Adjunct Faculty member by observing and taking notes without disrupting the collaborative problem solving process

H. Compensation for Adjunct Faculty Group Officers and Representatives

- The Adjunct Faculty Group President shall be compensated with a stipend equivalent to the Tier 1 load rate multiplied by 12 annually.
- The Adjunct Faculty Group President Elect shall be compensated with a stipend equivalent to the Tier 1 load rate multiplied by 3 paid during the six (6) months before taking office as the Adjunct Faculty Group President.
- The Adjunct Faculty Group Vice President of Administration and Vice President of Order and Elections shall each be compensated with a stipend equivalent to the Tier 1 load rate multiplied by 6 annually.
- College Adjunct Faculty Representatives shall be compensated with a stipend equivalent to the Tier 1 load rate multiplied by 6 annually.

Members of the Adjunct Faculty Group Board, or their designees, may also receive additional compensation, on a case-by-case basis in situations where the time necessary to participate in District-wide shared governance activities is exceptional.

ARTICLE 8: EMPLOYEE CONDUCT

A. *Employment Standards*

All employees, including Adjunct Faculty, are subject to disciplinary action, up to and including termination, for violations of criminal, civil, public, or District policy including [Administrative Regulation 6.7](#) and:

- Willful and intentional violation of any state or federal law, applicable ordinance, Board policy, or District administrative regulation that affects the employee's ability to perform the employee's job.
- Making a false statement of, or failing to disclose, a material fact in the course of seeking employment or reassignment of position within the District.
- Willful and intentional failure to perform job duties that have first been communicated to an employee and are within the employee's scope of employment.
- Willful and intentional commitment of acts of fraud, theft, embezzlement, misappropriation, falsification of records or misuse of District funds, goods, property, services, technology or other resources.
- Conviction of a felony or misdemeanor that adversely affects an employee's ability to perform job duties or has an adverse effect on the District if employment is continued.
- Fighting with a fellow employee, visitor, or student, except in self-defense. Committing acts of intimidation, harassment or violence, including (but not limited to) oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.
- Reporting to work under the influence of alcohol and/or illegal drugs or narcotics; the use, sale, dispensing, or possession of alcohol and/or illegal drugs or narcotics on District premises, while conducting District business, or at any time which would interfere with the effective conduct of the employee's work for the District; the use of illegal drugs; or testing positive for illegal drugs. The exception would include the consumption of alcohol at a reception or similar event at which the employee's presence is clearly within the scope of employment.
- Possessing firearms or other weapons on District property, except as may be required by the job or as otherwise permitted by law.
- Abandonment of one's position.
- Intentional destruction or threat of destruction of District property, with malicious intent.
- Performing acts or executing job responsibilities in a reckless manner that poses a threat to the physical safety of the employee or another person.

B. *Not Eligible for Rehire*

Adjunct Faculty who are terminated or non-renewed due to a determination that the Adjunct Faculty has violated Maricopa Employment Standards set forth above, or who resign in lieu of such termination or non-renewal by agreement or otherwise, are not eligible for rehire by the

District. Adjunct Faculty will be afforded notice of such a determination and an opportunity to appeal such a determination.

C. *Workplace Conduct Investigations*

Workplace Conduct Investigations will be conducted only by agents granted investigative authority pursuant to MCCCCD policies and procedures or by an administratively authorized assignment or contract.

Complaints concerning Classified Staff serving in an adjunct capacity will be resolved according to the provisions of the Staff Policy Manual. The following guarantees apply to all other Adjunct Faculty.

An Adjunct Faculty against whom a complaint is filed will be provided with:

- A written copy of the complaint prior to being required to appear or respond in the investigation (unless precluded by MCCCCD policy), or if a preliminary review or investigation indicates that a response from the accused Adjunct Faculty must be requested to complete the investigation and/or to comply with MCCCCD policies and procedures; and
- A written copy of the investigator's final determination or recommendations at the conclusion of the investigation; and
- The opportunity to submit a written response to the allegations at any time during the investigation, as well as a written rebuttal after the investigator's final determination or recommendations have been issued. The complaint and all written statements, responses, and rebuttals will be appended to the investigator's official final determination or recommendations.

Adjunct Faculty have the right to representation and legal counsel at any required appearance relating to the investigation.

ARTICLE 9: CONFLICT RESOLUTION

The intent of this policy is to provide Adjunct Faculty a path to resolving differences related to alleged misapplication of MCCCDC Administrative Regulations; misinterpretation of certain enumerated provisions of this handbook; Instructional or Service assignments; and, to ensure that student complaints regarding academic processes or grades are resolved according to approved policies.

Issues not covered by this policy:

- Claims that involve accusations of non-gender based harassment or discrimination, or violations of the Americans with Disability Act (ADA) or other EEO issues, should be reported to the Office of Equal Employment Opportunity. See Administrative Regulation 5: Non-Discrimination for more information.
- All claims that involve accusations of gender-based harassment or discrimination, or other Title IX claims shall be reported to the Vice President of Student Affairs and to the District Title IX Director. See Administrative Regulation 5: Non-Discrimination for more information.
- Alleged violations of law, mismanagement, gross waste of monies or abuse of authority are governed by Administrative Regulation 6.20: Whistleblower Protection.
- Allegations regarding perceived impairment of a faculty member that is manifesting in the workplace, should be reported to District Human Resources.
- Allegations of criminal conduct or perceived violations of workplace violence should be reported to Public Safety. See Administrative Regulation 6.21: Workplace Violence Prevention for more information.

Faculty and Administration are prohibited from retaliating against any individual for using the conflict resolution system. Retaliation or retribution by any employee against any person who files a complaint may result in disciplinary action up to and including termination. Any employee who believes that retaliation is occurring shall report such actions to Human Resources.

While MCCCDC supports processes that provide for the effective resolution of conflict, nothing in this article is intended to change the at-will status of employment of Adjunct Faculty or to confer a right of Adjunct Faculty to file a grievance challenging a decision to renew or not renew an Adjunct Faculty's employment.

If allegations made by an Adjunct Faculty are investigated and found not only to be unsubstantiated but also more likely than not to have been made in bad faith, the complaining party may be subject to the provisions of Administrative Regulation 6.7.

A. Conflicts Between Adjunct Faculty and Students

1. Final Course Grade Appeals

Student complaints about their final grades are governed by the process set out in Article 20.4 of the RFA.

2. Instructional Grievances

Complaints filed by a student against an Adjunct Faculty about academic processes other than grades, are governed by the procedures set out in Article 20.5 of the RFA

B. Conflicts between Adjunct Faculty and Supervisors

1. Informal Conflict Resolution

Addressing differences directly with the person with whom the conflict has occurred is usually the most effective approach to a solution. Adjunct Faculty may choose to consult the College AFG Representative or an AFG Officer for assistance. However, if after a good faith effort, the conflict persists, Adjunct Faculty may, in the circumstances described below, pursue the appropriate formal dispute resolution process described below.

2. Formal Conflict Resolution - Grievance

Should Informal Conflict Resolution fail to provide a satisfactory resolution, an Adjunct Faculty may, in certain cases, utilize the Grievance Procedures outlined in RFA Article 20. For purposes of this policy, the following issues are grievable:

- a. An alleged misapplication, misinterpretation or violation by a Supervisor of the [MCCCD Administrative Regulations](#) that adversely affects the Grievant; or
- b. An alleged misapplication, misinterpretation, or violation by a Supervisor of any of the following specific provision(s) of this agreement:
 - i. Academic Freedom (Article 10)
 - ii. Intellectual Property (Article 10)
 - iii. The specific Shared Governance guarantees provided for in Article 7 of this handbook, the College Plan, or other governing documents
 - iv. Instructional Grievances (Article 9.A)
 - v. Final Course Grade Appeals (Article 9.A)
 - vi. Evaluation Frequency and Notice Requirements (Article 4.E.)

Grievances follow the policies set out in RFA Article 20. For purposes of applying RFA Article 20 to Adjunct Faculty Grievances, the College AFG Representative will fill the role of the Faculty Senate President.

3. *Formal Conflict Resolution - Adjunct Faculty Complaints Regarding Instructional or Service Assignments*

The assignment of Adjunct Faculty to Instructional or Service assignments is based upon student need while recognizing instructor preferences and expertise. These complaints are not eligible for the grievance process described in section C, above.

Chairs, or designees, seek to minimize instructor changes once assignments are made. The Chair shall inform the Vice President of Academic Affairs, or designee, of any Adjunct Faculty who are removed from a class or assignment within two weeks of the class or assignment start date for reasons other than class cancellation.

Every Department/Division Charter will include the process for assignment of Adjunct Faculty. After having been assigned for an initial term, an Adjunct Faculty who is subsequently notified of non-assignment, will be advised of the reasons by their Faculty Chair or assigned faculty supervisor. It may be necessary for Faculty Chairs to reassign courses or service hours after the initial assignment in order to ensure that all Full-Time Faculty are able to meet their contractual teaching and service obligations.

Adjunct Faculty seeking resolution of a complaint concerning an Instructional or Service Assignment should discuss the matter with the Faculty Chair informally.

If an informal conversation does not resolve the matter, the Adjunct Faculty may submit a written request for the reasons for non-assignment to the Faculty Chair no later than the first day of Faculty Accountability of the Fall (for Fall classes) or Spring semesters (for Spring classes). For Summer classes, Adjunct faculty will submit a written request for the reasons for non-assignment to the Faculty Chair no later than the end of Spring Accountability.

The Faculty Chair will respond, in writing, no later than five (5) accountability days from receipt of the written request.

If the matter is not resolved at the Faculty Chair level, an Adjunct Faculty may escalate the complaint to the appropriate Vice President, or designee, within five (5) accountability days of receipt of the Faculty Chair's written response. Failure of the Faculty Chair to respond within five (5) accountability days may automatically escalate the complaint to the appropriate Vice President or designee, at the discretion of the Adjunct Faculty.

The Vice President or designee will respond, in writing, no later than five (5) accountability days from receipt of the escalated complaint. The decision of the Vice President or designee is final.

Failure of the Adjunct Faculty to elevate the complaint in a timely manner ends the process.

ARTICLE 10: LEGAL RIGHTS

See [RFA](#) Articles 3 (Academic Freedom), 4 (Intellectual Property) and 23 (Legal Rights) for the legal rights of Adjunct Faculty.