

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

Adjunct Faculty Handbook

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I. Introduction

The Adjunct Handbook provides guidelines for use by the District and Colleges that address Adjunct Faculty pay, benefits, and working conditions. It is intended to set forth processes related to issues of Adjunct Faculty and to safeguard the rights of all concerned by investing in equity-minded policies, practices, and behaviors that communicate the most recent District Faculty policies pertaining to Adjunct Faculty. This Adjunct Faculty Handbook communicates the most recent District Faculty policies based on the philosophy of Shared Governance, “as the surest path to advancing our collective mission” (Residential Faculty Agreement).

Scope and Effect of Coverage

This Handbook consolidates information found in applicable Administrative Regulations, Governing Board Policies, Residential Faculty Policies, 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”). 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 have created 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.

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, Administrative Regulations, 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 the proposed changes of 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.

II. Key Terms

1. 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 Adjunct Faculty Handbook Collaboration Team (AFHCT) committee that the second meaning be attached to the use of the word Adjunct Faculty within MCCC. This will communicate the important contributions that Adjunct Faculty make to student learning success and the overall mission of MCCC by being joined to the Residential Faculty who take the full-time lead in directing and fulfilling this mission.

2. 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.

3. Adjunct Faculty Group Board (AFGB)

The AFGB is the representative governance body of the Adjunct Faculty that 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.

4. 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.

5. Adjunct Faculty Handbook Collaboration Team (AFHCT)

The AFHCT is responsible for updating the Adjunct Faculty Handbook. It consists of eight members, appointed by the Chancellor, with four administrative representatives from the 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.

- 6. Adjunct Faculty Professional Growth (AFPG)**
AFPG provides 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.
- 7. Adjunct Faculty Representative**
Elected Adjunct Faculty members from each college who are responsible for representing adjunct colleagues at an individual college and to the AFGB.
- 8. Adjunct Faculty Salary Tier Structure**
A three-tiered compensation structure to support the significant investments of Adjunct Faculty in professional development in alignment with MCCCDC's mission and goals.
- 9. Advisory Budget Council (ABC)**
District-wide Council tasked with the budget development process.
- 10. Center for Employee and Organizational Development (CEOD)**
Provides professional development to all employees of the District and is an area within District Human Resources.
- 11. Faculty Chair**
A Residential Faculty elected to provide leadership and supervision of an academic unit at the college.
- 12. [Employee Learn Center \(ELC\)](#)**
The portal utilized by MCCCDC that contains mandatory trainings, optional professional development opportunities, and quick reference guides (QRGs) for many internal processes and procedures.
- 13. Faculty Senate President**
The Faculty Senate Presidents are elected representatives of the Residential Faculty of each college.
- 14. Human Capital Management (HCM)**
Maricopa County Community College District uses the HCM system to track compensation, reported time, and absences.
- 15. 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.
- 16. Interest-Based Problem Solving (IBPS)**
A shared governance process by which parties identify issues and interests to collaboratively come to solutions and to solve problems.
- 17. Instructional Assignment**
The course(s) offered within MCCCDC that are assigned to faculty members.

18. Maricopa County Community College District (MCCCD)

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

19. Maricopa Center for Learning and Innovation (MCLI)

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

20. One-Semester-Only (OSO) Faculty

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

21. One-Year-Only (OYO) Faculty

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

22. Residential Faculty

Residential Faculty are full-time, exempt, and benefits-eligible faculty members 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.

23. Residential Faculty Agreement (RFA)

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

24. Service Assignment

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

25. Student Information System (SIS)

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

26. Vice President of Academic Affairs (VPAA)

The VPAA is the Chief Academic Officer of the college and is responsible for the academic affairs of the college.

III. Employment

A. Application for Employment

A person desiring to apply for 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 minimum qualifications 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 are not guaranteed that they will be employed for any set period of time. Any oral or written statements or promises to the contrary are not binding upon the District.

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

The Maricopa County Community College District (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.

IV. Compensation and Hours of Work

A. Instructional Assignments

Beginning and Ending of 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 continue after the end date, such as required participation in student complaint or grievance processes.

Maximum Instructional Load

The maximum teaching load for Adjunct Faculty in Instructional Assignments is nine (9) load hours per term (fall, spring and summer), which can be extended up to twelve (12) load hours in the spring, fall, and summer terms. Adjunct Faculty whose primary job within MCCCD is classified staff should refer to the Staff Policy Manual for instructional load limits. 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 with Instructional Assignments may also perform Service Assignments, teach non-credit classes, or perform other service for MCCCDC such as tutoring or substitute teaching.

B. Service Assignments

Beginning and Ending of 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 Workload

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, teach non-credit classes, or perform other service for MCCCDC such as tutoring or substitute teaching.

C. Compensation for Instructional and Service Assignments

Compensation Rate

Instructional Adjunct Faculty pay is based on a per load hour rate of pay for Adjunct Faculty as defined in the current Residential Faculty Agreement.

Service Adjunct Faculty are compensated at the applicable service faculty overload hourly rate as defined in the current Residential Faculty Agreement.

Pay Date and Checks

Adjunct Faculty are paid on a bi-weekly basis according to the District payroll calendar.

Calculation of Pay

Adjunct Faculty assignments are submitted for pay purposes during the pay period that the class begins and pay periods end seven (7) days before payday. 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 sum 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 rate defined in the current Residential Faculty Agreement. That total amount is divided by the number of weeks the class meets. Pay is biweekly for the duration of the course.

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

Note: Some colleges, including Rio Salado, prorate the amount of pay by the

number of students participating in the class during the respective pay period.

Hours of Work

For purposes of calculating hours of instructional work and preparation, Adjunct Faculty are paid for time in the classroom plus an equivalent amount of time for preparation over a 16-week semester. Thus, a one (1) load hour class is calculated at thirty-two (32) workload hours (1 load x 2 hours x 16 weeks); a three (3) load hour class is calculated at ninety-six (96) hours (3 load x 2 hours x 16 weeks), etc.

Adjunct Faculty are not required to conduct academic support hours (office hours), attend meetings, or perform duties other than those directly related to an Instructional Assignment.

This calculation is used to determine the dollar value of a clock hour, the District's and each Adjunct Faculty's obligation to contribute to the Arizona State Retirement System (ASRS), and Affordable Care Act implications.

- A combination of assignments which require more than twenty (20) clock hours a week for more than twenty (20) non-consecutive weeks in the fiscal year, will place the Adjunct Faculty into ASRS and deductions to a retirement account will begin.

D. Compensated Work in Addition to Instructional and Service Assignments

Adjunct Faculty who are not otherwise eligible for benefits within Maricopa (e.g., employed as full-time staff) are limited to an average of 25 hours per week over a calendar year (1,300 total hours per year = 25 weekly clock hours * 52 weeks).

The hourly rate for work performed outside of the core functional area (instruction or service) is defined in the current Residential Faculty Agreement. The maximum compensation for an Adjunct Faculty during a calendar year is 1300 x the hourly rate as defined in the RFA. Included in this limit is any combination of instructional assignments, service assignments, hourly work, contract work, stipends or projects.

E. 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 were held prior to the course being canceled.

F. 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 members 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 member's course evaluations as completed by enrolled students.

Time Frame

Adjunct Faculty members will be evaluated by the Faculty Chair or designee leadership 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.

Within 15 accountability days of the review date, the evaluator and the Adjunct Faculty member will meet to reflect on the evaluation. Results of the evaluation shall be provided in writing to the Adjunct Faculty member.

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 classes.

In the event of an absence, Adjunct Faculty shall notify the Faculty Chair and 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. If appropriate, Adjunct Faculty should report sick time in HCM.

V. Benefits

A. Leaves of Absence

Adjunct Faculty are eligible for the following leaves of absence.

- 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](#).
- Family and Medical Leave
- Leave for Professional or Civic Duty

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

Faculty who miss classes for AFPG-funded professional development must

arrange for a substitute with their Faculty Chair. Adjunct faculty are not to be docked for a substitute if they are on an pre-approved AFPG-funded conference. 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. intersession 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

Adjunct faculty members 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. 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 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, and this 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. These include:

[Maricopa Center for Learning and Innovation \(MCLI\)](#)

To foster student success, the 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 \(AFPG\)](#)

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.

Adjunct Faculty who have taught or had a service assignment for at least four of the last six semesters with MCCC, and who have reasonable assurance of future course assignments, can apply for Adjunct Faculty professional growth dollars between assignments, up to \$750 as indicated above.

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 Adjunct Faculty Professional Growth (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. Adjunct Salary Tier Progression

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.

Adjunct Faculty can advance to Level 2 on the Salary Tier Structure by completing 25 clock hours of 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 Committee.

Compensation for each Tier Level is defined in the current Residential Faculty Agreement and below:

1. Level 1: base rate per load hour
2. Level 2: base rate plus 5% per load hour
3. Level 3: base rate plus 10% per load hour

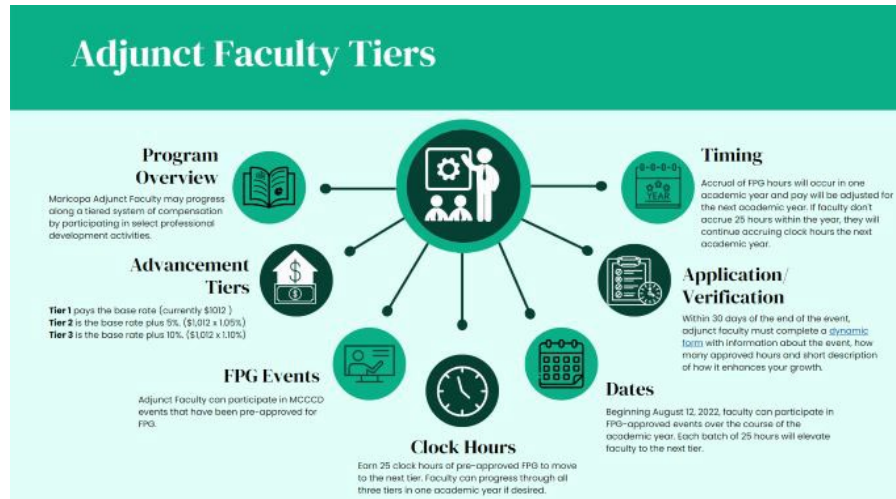
Verification Process

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

Upon approval of the request for verification, the total number of verified hours will be tracked and reported to HR for compensation adjustment.

- Requests for verification may be denied if the submission is not timely (within 30 calendar days of the last date of the event), if the event has not been pre-approved for FPG advancement, or if the submission is incomplete.

Compensation changes will be adjusted annually and be effective at the beginning of the subsequent Fall semester.



I. 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

Each college establishes shared office space, usually within a Department/Division or Building, where Adjunct Faculty may counsel students, prepare classroom materials, grade papers, and have computer and telephone access.

J. Academic Freedom Rights

Adjunct Faculty have Academic Freedom and have the rights as described in the current Residential Faculty Agreement

K. Intellectual Property Rights

Adjunct Faculty have Intellectual Property rights as described in the current Residential Faculty Agreement.

VI. 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 faculty, staff, administrators, students, and the governing board;
- recognizes and values the expertise and responsibilities of faculty, staff, administrators, and the governing board;
- provides a venue and gives voice to common concerns, as well as to issues unique to specific groups;
- depends on open communication and transparency in planning and implementation;
- invites all constituencies to participate as true partners in problem solving; and
- supports the shared vision of a community of colleges – colleges for the community – working collectively and responsibly to meet the life-long learning needs of diverse students and communities.

Shared Governance is inherent to 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 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 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. Compensation for Adjunct Faculty Group Representatives

- The Adjunct Faculty Group President shall earn \$12,000, annually
- The Adjunct Faculty Group Past President shall earn \$1,900 for 6 months, between July 1 and December 31
- The Adjunct Faculty Group President Elect, shall earn \$1,900 for 6 months, between January 1 and June 30.
- The Adjunct Faculty Group Vice President of Administration and Vice President of Order and Elections shall each earn \$3,800 annually
- College Adjunct Faculty Representatives shall earn the equivalent of 6 load hours 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.

Adjunct Faculty Group President, all Officers, and all College Representatives will be selected as described in the Adjunct Faculty Group Bylaws.

District-wide committees on which Adjunct Faculty are invited to serve include, but are not limited to:

Center For Excellence	No less than 1 representative
Shared Governance	No less than 1 representative
Bachelor's Degree / Tuition Waiver	No less than 1 representative
Mental Health Task force	No less than 1 representative
Strategic Advisory Committee	No less than 1 representative
Compensation Advisory	No less than 1 representative
Advisory Budget Council	No less than 1 representative
Technology Advisory Group	No less than 1 representative
4DX	No less than 1 representative
AFHCT	No less than 4 representatives
District Level Executive Searches	No less than 1 representative

E. AFG President Duties

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.

Representative duties of the Adjunct Faculty Group President include, but are not limited to:

- Responsibility for Adjunct Faculty participation in shared governance and the Adjunct Faculty representation on District-wide committees that shared governance requires. Adjunct Faculty representatives on District wide committees will be selected as described in the Adjunct Faculty Group Bylaws
- Organize and conduct regular meetings of the AFGB and AFGLT
- Lead the adjunct Faculty Group by engaging in, promoting, and supporting Adjunct Faculty related events
- Support the AFGB with advice and institutional knowledge
- Work closely with the AFGLT President Elect and Past President to establish an effective transition
- Share information of importance to Adjunct Faculty during Employee Group Representation activities
- Work with appropriate District and College leadership to learn policies, procedures, and systems
- Liaise with MCLI and/or College CTLs in planning events and projects
- Meet regularly to update, brainstorm, organize, and provide feedback to the office of Adjunct Coordinator, MCLI, and District stakeholders to assist in planning professional development, orientation activities, etc.
- Promote effective communication, facilitate engagement, respond to questions, and advise adjunct Faculty College Representatives as needed
- Maintain an accurate understanding of 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
- Attend meetings relevant to the role of the AFG President and to which Adjunct Faculty representatives are invited
- Report to the Governing Board of Maricopa County Community Colleges at the regular monthly meeting

F. AFG Officer Duties

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 Group Past President

Representative duties of the Adjunct Faculty Group Past President include, but are not limited to:

- Work closely with AFG President to establish an effective transition
- Assist MCLI in planning events and projects
- Promote Adjunct Faculty related events and professional development opportunities

- Support the Adjunct Faculty Group President in responding to or appropriately directing questions from Adjunct Faculty
- Support, direct and/or participate Adjunct Faculty related events, including orientation, MCLI or CTL sponsored events
- Facilitate Adjunct Faculty engagement

Adjunct Faculty Group President Elect

Representative duties of the Adjunct Faculty Group President Elect include, but are not limited to:

- Work closely with AFG President to establish an effective transition
- Preside over AFGB and AFGLT meetings when the President is unavailable
- Support the Adjunct Faculty Group President in responding to or appropriately directing questions from Adjunct Faculty
- Support the Adjunct Faculty Group President to work with appropriate District and College leadership to learn policies, procedures, and systems
- Attend and effectively participate in assigned committees and events
- Facilitate Adjunct Faculty engagement
- Support the AFG President in promoting effective communication, facilitating engagement, responding to questions, and advising adjunct Faculty College Representatives as needed
- Prepare agendas in cooperation with the Adjunct Faculty Group President

Adjunct Faculty Group Vice President of Administration and Vice President of Order and Elections

Representative Duties of the Adjunct Faculty Group Vice President of Administration and Vice President of Order and Elections may include, but are not limited to:

- Engage in activities fostering increased Adjunct Faculty effectiveness in support of increased student success
- Interact with District administration as needed to share information, to provide and receive feedback, and ensure effective advocacy of Adjunct issues
- Support the AFGB with advice and institutional knowledge
- Keep minutes of regular and special meetings of the AFGB and AFGLT
- Prepare agendas in cooperation with the Adjunct Faculty Group President
- Support the Adjunct Faculty Group President in responding to or appropriately directing questions from Adjunct Faculty
- Support the Adjunct Faculty Group President to work with appropriate District and College leadership to learn policies, procedures, and systems
- Facilitate Adjunct Faculty engagement
- Promote effective communication with Adjunct Faculty, District and College leadership to ensure all parties are able to fulfill their responsibilities
- Support the AFG President in promoting effective communication, facilitating engagement, responding to questions, and advising adjunct Faculty College Representatives as needed

- Meet regularly to update, brainstorm, organize, and provide feedback to the office of Adjunct Coordinator, MCLI, and District stakeholders to assist in planning professional development, orientation activities, etc.

G. Adjunct Faculty College Representative

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.

Representative duties of the Adjunct Faculty Group Representative (College Representative) include, but are not limited to:

- Engage in activities for their assigned College that fosters enhanced Adjunct Faculty effectiveness supporting increased and comprehensive student success
- Maintain an accurate understanding of 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
- Establish and maintain ongoing/monthly contact with all Adjunct Faculty at the College (i.e., via emails, college events, one-to-one meetings, monthly Meet & Greet events, etc)
- Attend meetings relevant to the role of the College Representative and to which Adjunct Faculty representatives are invited
- Establish and maintain professional working relationships with College Administration/designees, as well as members of the College CTL Office for the purpose of collaborative partnerships in supporting Adjunct Faculty skills development and student success support
- Meet with College leadership, including College President, Vice President of Academic Affairs, Faculty Senate President and others
- Serve on at least one AFGB Subcommittee as needed and as in relationship to individual professional skill contributions
- Provide monthly College Reports to the AFGB
- Attend monthly AFGB meetings (i.e., virtual and/or in-person),
- Support/participate in specific Adjunct Faculty professional development and recognition events in partnership with District, College, staff, and departments/divisions, including conferences, orientation meetings, CTL events, MCLI events and Adjunct Faculty annual award efforts
- Support AFG and District/College colleagues in efforts to resolve conflicts
- Serve as a peer representative to accompany an Adjunct Faculty member during dispute resolution processes, if requested. Peer representatives are permitted to observe and take notes without disrupting the collaborative problem solving process. The peer representative shall not speak for the Adjunct Faculty member in response to questions; however, they may confer with the Adjunct Faculty member in a confidential manner and assist when requested by the Adjunct Faculty member.

VII. Employee Conduct and Complaint Resolution

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 Regulations 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. Internal Investigations

Internal investigations will be conducted only by agents granted investigative authority pursuant to MCCCDD policies and procedures or by an administratively

authorized assignment or contract. To the extent allowed by law, an Adjunct Faculty member against whom a complaint is filed will be provided with:

- A written copy of the complaint, if and when MCCCCD procedure requires, or if a preliminary review or investigation indicates that a response from the accused Adjunct Faculty member 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.

An Adjunct Faculty member who is the subject of a complaint may 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.

An Adjunct Faculty member who is the subject of a complaint and who is required to appear or respond to a matter related to an internal investigation has a right to representation and counsel. In no case shall an Adjunct Faculty member who is the subject of a complaint be required to appear or respond prior to receiving a written copy of the complaint.

Retaliation or retribution by any employee against any person who files a complaint may result in disciplinary action up to and including termination. Similarly, if it is determined that the complaint is materially false and that it was made in bad faith, the complaining party may be subject to disciplinary action up to and including termination or expulsion. Any employee who believes that retaliation is occurring shall report such actions to Human Resources.

D. Conflict Resolution

The intent of this policy is to provide Adjunct Faculty a clear path to resolving differences related to 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 harassment, 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.
- 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 refer to 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.

E. Resolution of Complaints

- 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.

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 members. After having been assigned for an initial term, an Adjunct Faculty member who is subsequently notified of non-assignment, will be advised of the reasons by their Faculty Chair or assigned faculty supervisor.

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

The Adjunct Faculty will 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.

- Student Complaints

These processes should not be utilized in a case in which a student feels that he/she has experienced discrimination or harassment. A student who feels that he/she has experienced discrimination on the basis of race, color, religion, gender, sex, sexual orientation, gender identity, or national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information should refer to The Discrimination Complaint Procedures for Students. In addition, a student who feels that he/she has experienced sexual harassment should refer to the sexual harassment policy for students.

When there is a complaint by a student against an Adjunct Faculty member, the proper District or College authority will work in confidence with the parties to resolve the conflict. An Adjunct Faculty member will not be required to respond to any complaint that is not signed and in writing or to complaints that do not have specific documentation of incidents such as dates, times, etc. This complaint must be made available to the Adjunct Faculty member involved.

- Complaints About Academic Processes

A student who feels unfairly or unjustly treated by an Adjunct Faculty member with regard to an academic process such as grading, testing, or assignments, shall first discuss the issue with the Adjunct Faculty member involved. This conference shall be requested by the student within fifteen (15) business days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

If, within ten (10) business days of the request for the conference, the problem is not resolved or the Adjunct Faculty member has been unable to meet with the student, the student may file a written complaint with the Faculty Chair and appropriate administrative officer at the College. This written complaint must be filed within ten (10) business days following the previous deadline. The written complaint will be given to the Adjunct Faculty member at least five (5) business days before any official meeting is held.

Upon receipt of a written complaint, the Faculty Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The Adjunct Faculty member may ask that the College's Adjunct Faculty Representative or designee be in attendance. Every attempt will be made to maintain confidentiality during this process. An Adjunct Faculty member will not be required to respond to a complaint that is not in writing and that, when appropriate, does contain specific documentation including dates, times, materials, etc.

If the complaint is not resolved at this level within ten (10) business days, the student may forward, to the Vice President of Academic Affairs or appropriate College administrative officer, a copy of the original written complaint with an explanation regarding action taken at each prior level. The Vice President of Academic Affairs or appropriate College

administrative officer will meet with the student, Adjunct Faculty member, the Department/Division Chair, and the College's Adjunct Faculty Representative (the latter upon request of the Adjunct Faculty member) and attempt to resolve the issues. This level will be the final step in any complaint process regarding grades.

If the complaint, other than those concerning grades, is not resolved by the Vice President of Academic Affairs or the appropriate College administrative officer, it may be forwarded in writing by the student to the College President for final resolution. The College President, or designee, will expedite a timely examination of the issues and will issue a final written determination in the complaint process. Instructional grievances are resolved at the college level. The district office is not an avenue of appeal for the instructional grievance process.

Note: The grievance process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued.

- **Final Course Grade Appeal**
This process is to be used to appeal the final instructional grade for a course. Only the faculty member who assigned the original grade has the authority to change that grade unless the grade is appealed and the appeal is successful. Assignment or exam grades may be reviewed in this process if they impact continuation in a program.

Timeliness of Appeal

Any appeal of a final grade must be initiated no later than sixty (60) calendar days from the date the final grade is issued. Absent exceptional circumstances, as determined in the sole discretion of the Faculty Chair, no untimely appeals will be considered.

Process Deadlines

The Faculty Chair or Vice President of Academic Affairs, as appropriate based on the level, may, upon a showing of good cause, extend any of the deadlines set forth in this process. Alternatively, any deadline may be extended by mutual agreement of the Faculty member and student.

Documentation

The student is responsible to provide a rationale for initiating a grade appeal. Any documentation to support the student's appeal is encouraged.

Remedies

Remedies under this process may include, as appropriate, a change in the grade received for the course, exam, project, or other assignment. Documentation of the resolution will be housed within the department or division.

Final Grade Appeal Process

Faculty Level

A student who wants to appeal a final grade shall first attempt to resolve the issue with the Adjunct Faculty member involved. The student shall initiate the process by submitting to the Adjunct Faculty member a written grade appeal explaining why they feel there is an issue with the final grade. Upon receipt of the intake form, the Adjunct Faculty member shall contact the student to make arrangements for discussing the appeal. Communication may occur in person, by phone, by mail, or by online means. The Adjunct Faculty member and student shall make reasonable efforts to conduct the meeting within fifteen (15) business days from the submission of the written grade appeal.

When discussing concerns or complaints with an instructor it is most effective to arrange a time when the instructor is available for a confidential conversation.

The Adjunct Faculty member shall attempt to investigate and resolve the issue and inform the student of the resolution no later than ten (10) business days from the date of the meeting between the student and Adjunct Faculty member. If the Adjunct Faculty member is unavailable or fails to timely resolve the appeal, the appeal will progress to the department or division level. A record of the resolution or reasons for non-resolution at all levels will be documented by the Adjunct Faculty member.

Department/Division Level

If, after ten (10) business days, the appeal remains unresolved; the Adjunct Faculty member has been unable to meet with the student; or the student believes that the Adjunct Faculty member has reached an erroneous resolution, the student may within ten (10) business days will forward the written appeal to the Faculty Chair level.

Upon receipt of the written appeal, the Faculty Chair will meet with the parties to attempt to resolve the appeal. The Adjunct Faculty member may ask that the College's Adjunct Faculty Representative, or designee, attend any meetings to advise on concerns of policy. The student shall have the right to be assisted by any member of the college community they choose. A student who elects to be assisted by a member of the college community must notify the departmental supervisor and Department or Division Chair of the name and contact information of the college community member not less than two (2) business days before the scheduled meeting. The college community member may not be serving in a legal capacity. The student is responsible for presenting their own information and, therefore, the college community member is not permitted to speak on behalf of or participate directly in any final grade appeal process meeting. The meeting may take place in person, by telephone, by mail or by online means. Every attempt will be made to maintain confidentiality during this process. A record of the resolution or reasons for non-resolution will be documented by the Faculty Chair on the intake form.

Vice President of Academic Affairs (or Designee) Level

If the appeal is not resolved at the department or division level within ten (10) business days, the student may forward the written appeal to the Vice President of Academic Affairs, or designee, a copy of the written appeal with an explanation of the action taken at each prior level. The Vice President of Academic Affairs, or designee, will meet with the student, Adjunct Faculty member, the College's Adjunct Faculty Representative (if requested by the Adjunct Faculty member), the student member of the college community (if requested by the student), and the Faculty Chair to attempt to resolve the matter. The Vice President of Academic Affairs, or designee, shall issue a written decision regarding the outcome of the appeal no later than ten (10) business days following the date of the meeting. Except as outlined below (extraordinary circumstances), this is the final level of review for appeals regarding grades. A record of the resolution will be documented by the Vice President of Academic Affairs, or designee, on the intake form.

- Expedited Grade Appeal Process for Technical Errors or Omissions
This process may be used only to resolve grade appeals regarding technical errors or omissions in calculating or recording (1) a grade on an exam, project, or other assignment, or (2) an overall course grade. This is the exclusive process for appeals regarding technical errors or omissions in grading.

Faculty Level

A student who feels that a technical error or omission has occurred with respect to the calculation or recording of a grade shall first attempt to resolve the issue with the Adjunct Faculty member who issued the alleged incorrect grade. An appeal regarding a technical error or omission in grading must be brought to the Adjunct Faculty member's attention no later than fifteen (15) business days from the date the student knew or reasonably should have known of the error or omission. The student shall provide the appeal to the Adjunct Faculty member in writing.

The Adjunct Faculty member shall attempt to investigate and resolve the appeal and inform the student of the resolution no later than ten (10) business days from the date the student first reported the appeal to the Adjunct Faculty member. If the Adjunct Faculty member is unavailable or fails to timely resolve the appeal, the appeal will progress to the department or division level.

A record of the resolution or reasons for non-resolution will be documented by the Adjunct Faculty Member and shared with the Faculty Chair.

Department/Division Level

If the Adjunct Faculty member has not resolved the appeal within ten (10) business days, or if the student believes the Adjunct Faculty member has reached an erroneous resolution, the student may within ten (10) business days forward the written appeal to the Faculty Chair.

The Faculty Chair shall investigate the appeal and inform the student of the resolution no later than ten (10) business days from the date the student reported the appeal to the Faculty Chair. The decision of the Faculty Chair is final and binding.

Once a resolution has been made at any level of the process, it is considered final and will be documented as such. The request for the grade appeal cannot be reopened.

Extraordinary Circumstances

In extraordinary circumstances and where the Vice President of Academic Affairs deems it necessary in the interest of fairness, the Vice President of Academic Affairs may convene a committee to resolve the appeal, the members of which shall be chosen at his or her discretion. To minimize conflicts of interest, the committee shall be composed of neutral parties including:

- At least one Faculty member from the academic discipline from which the appeal arises;
- One Faculty Senate Member as Designated by the College Faculty Senate President;
- The Department or Division Chair;
- The Dean of Instruction or appropriate college/center administrative officer; and
- A student from the student government or similar representative body.

The committee will issue a written determination, which decision shall be final and binding as to appeals regarding grades.

Examples of extraordinary circumstances may include, but are not be limited to the following:

- The Adjunct Faculty is no longer employed within the district;
- The Adjunct Faculty deviated substantially from the course syllabus or any communicated changes in the course syllabus;
- Other review processes of the Adjunct Faculty revealed inconsistencies in grading/assessment practices or unprofessional behavior;

Within thirty (30) business days of seating the committee a resolution must be reached and documented. This is the final level of appeal for grades reviewed under this process.

VIII. Indemnification

The District, to the extent legally permissible, indemnifies and defends Adjunct Faculty against claims of liability for their good faith acts or omissions arising out of, and in the course of, employment with the District or while performing duties related to the conduct of District business.