



Adjunct Faculty Personnel Files

- Resume
- Official Transcripts/Letters of Work Experience
- Loyalty Oath
- Adjunct Faculty Acknowledgement Form (*for each term teaching*)
- Minimum Qualification Form (*for each approved teaching discipline*)
- Completion of EDU 250

E. Conditions of Employment

1. **Conditions.** Adjunct Faculty must complete and/or provide the following to be employed by the District:
 - a. Form I-9 (Employment Eligibility Verification Form) and show the required documents;
 - b. Official transcripts;
 - c. Loyalty Oath;
 - d. Adjunct Faculty Employee Handbook Acknowledgment (completed **prior to** the initial and each subsequent Instructional Assignment); and
 - e. Other appropriate employment information or acknowledgement forms.

II. PRE-EMPLOYMENT

A. Application for Employment

A person desiring to apply for an Adjunct Faculty position with the District must submit an application, resume, and copies of unofficial transcripts to each college division/department for which the person wishes to teach, or apply online at:

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

N. EDU 250 or Equivalent

Adjunct Faculty must have completed or must complete within two years of **date of initial hire** EDU250 (Teaching and Learning in the Community College), or its equivalent, to remain eligible for employment.

3. **Responsibilities of Adjunct Faculty.** This handbook is maintained and updated by the District Human Resources Division (“District Human Resources”) as an electronic document on the District’s Internet web page. Adjunct Faculty are responsible for complying with the terms of this handbook.