

Section IV

Employment & Administrative Procedures



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SECTION IV



EMPLOYMENT AND ADMINISTRATIVE PROCEDURES

For a complete copy of Yavapai College Administrative Policy and Procedures and for additional information concerning administrative procedures, refer to the Yavapai College Policy and Procedure Manual. A reference copy of the manual is available through your instructional supervisor, or available on the [Yavapai College Website / Human Resources](#).

A. COMMUNITY COLLEGE CREDENTIAL DOCUMENTATION

Yavapai College is accredited by the Higher Learning Commission and is a member of the North Central Association (NCA) that requires us to document the credentials of our faculty. NCA requires that "All or nearly all faculty teaching transfer courses (i.e., courses in subject areas where work toward the associates degree carries transfer credit toward higher degrees such as liberal arts, business, technology and an ever-growing number of other fields) hold graduate degrees." Increasingly, any technical course is liable to be transferable toward a higher degree. Questions about Credential Documentation can be referred to the Division Dean or Program Director in charge of the specific discipline.

B. APPOINTMENT AND AGREEMENT

The Human Resources Office is responsible for determining, coordinating and communicating employment categories and exemption statuses.

Position: Temporary (all are Exempt):

- Temporary includes Adjunct Faculty, appointed on course-by-course basis, contingent on sufficient enrollment, teaching assigned courses and paid on a per credit or per course basis, assigned up to 9 load hours per semester and Limited Term, one semester appointment only.
- Adjunct faculty are recommended for appointment on a tentative basis by the appropriate Division Dean or Program Director. However, adjunct faculty may not be appointed to a position and extended a teaching agreement until an application for employment has been completed and other required educational or employment records have been submitted and approved by the Division Dean or Program Director. The Division Dean or Program Director is responsible for insuring all required employment materials have been submitted and satisfactorily meet employment requirements.

C. TERMS AND CONDITIONS OF TEACHING ASSIGNMENT

Subject to your course meeting minimum enrollment requirements and college needs, you are being offered an adjunct faculty teaching assignment. Teaching credentials must be documented and on file with Yavapai College prior to the beginning of this assignment. Employment is on a non-continuing basis, and consecutive teaching assignments do not lead to probationary or continuing faculty status. As an adjunct faculty member you agree to and acknowledge the following [employment expectations](#):

- Meet and teach assigned classes in accordance with course outlines, including specified textbooks. A course outline is a district-approved document covering such items as course prefix, number, title, description, learning outcomes and content.
- Develop a course syllabus based on the approved college outline. A syllabus is a learning plan designed by the instructor to inform students about the learning outcomes, assessment requirements, grading criteria, attendance standards, instruction and institution policies and support services. For more on creating and writing a syllabus, [click here](#).
- College policy requires you use the official email address provided by Yavapai College in Outlook Web Access upon completion of your credentialing. It is expected that you will monitor the email account regularly for official correspondence from Yavapai College and your Division, and respond to students in a timely and professional manner. You may access your email account through the YC Portal, located on the Yavapai College Homepage <http://www.yc.edu/> (Portal Login is upper right side).
- Promptly submit required rosters, grade reports, evaluations, and academic reports. Retain student grade records for one calendar year in the event of a student grade appeal. Return any instructional materials provided by the division office at the end of the semester. If requested, complete required student outcomes and assessment tracking tools and submit to division office.
- Follow the same accepted standards of conduct as the full-time faculty as described in applicable administrative procedures which relate to unsatisfactory service and conduct unbecoming a faculty member ([Performance Expectations](#)).
- Attend required instructional related meetings such as: orientation meetings; department or division meetings; other meetings as required. Attend meetings and workshops as may be necessary to obtain or renew certification or essential licensure requirements.
- New adjunct faculty are required to complete EDU-150, *Instruction, Management and Assessment in the Classroom*, within two years of hire. EDU-150 is an online (Blackboard) class with four modules. Since it is a closed class, please contact Chris

Heyer, chris.heyer@yc.edu, Adjunct Faculty Coordinator, prior to registration or for more information. See Page IV-6 for more information.

- Document the completion of 3 hours per semester of professional development activities related to the discipline area in which you are teaching. (i.e. Division Meeting Attendance, Adjunct meetings Professional Training, or professional development opportunities provided on campus by your division, [TELS](#), or the faculty [GIFT Center](#)).
- Attend other meetings as required by your division or department.
- In unusual circumstances, departments or divisions may request approval from the supervising dean to assign adjunct faculty special duties or assignments. Such special duties or assignments will be on an agreement separate from the adjunct faculty's teaching assignment agreement.

If you have questions regarding your teaching assignment, please contact your Division Dean or Program Director.

D. EMPLOYMENT DUTIES NOT REQUIRED OF ADJUNCT FACULTY

Adjunct faculty are not required to perform other duties assigned to full-time instructors. Adjunct faculty requested to perform other duties will receive extra compensation on a mutually agreeable basis. Adjunct faculty who perform these "other duties" on their own initiative (without written request and offer of pay from administration) will not be paid for such service.

Duties not required include:

- service on college committees
- creation of course outlines
- service as student advisors
- participation in text selection
- teaching independent study classes
- holding student conference hours

E. BENEFITS FOR ADJUNCT FACULTY

- Adjunct Faculty, their spouse and their dependent children (as defined by IRS administrative rulings regarding dependency) may enroll for six or fewer hours at Yavapai College for credit course work per semester without payment of tuition during the semester in which the adjunct faculty member is scheduled to teach a credited class. Enrollment for courses by the adjunct faculty member may not conflict with the faculty member's teaching assignment for the college.

- Adjunct Faculty, during the semester of the teaching assignment, may receive the same discounts for college events and bookstore purchases as are awarded to full-time faculty.
- Adjunct Faculty are members of the Adjunct Faculty Association (AFA).
- Adjunct Faculty may elect to be an Associate non-voting member of the Faculty Association by paying annual dues.
- Adjunct Faculty have the option of direct deposit payroll.

Benefits Not Extended to Adjunct Faculty

As temporary employees, adjunct faculty are not eligible for the following benefits:

- Group insurance coverage
- Participation in the Arizona State Retirement System
- Professional Growth/Merit awards designated for full-time faculty
- Professional leaves (sabbatical leave, faculty exchange leave, paid sick leave, personal leave, military leave)

F. CONTINUATION OF EMPLOYMENT AS AN ADJUNCT FACULTY

Adjunct faculty, as temporary employees, are appointed on a semester-by-semester basis. Although an adjunct faculty member may be appointed in each of several consecutive semesters, the college may elect to discontinue the appointments at any time. Adjunct faculty may be allowed to teach consecutive semesters, but the college makes no implied or written guarantees that previous adjunct teaching experience with Yavapai College is a factor which will be considered an advantage upon application for a full-time faculty position. The college does not recognize a claim that an individual is entitled to continue teaching because he/she has taught before as an adjunct faculty member.

G. NEW ADJUNCT FACULTY ORIENTATION

Welcome!

To insure consistent and enhanced quality of instruction, all new adjunct faculty will attend a paid orientation workshop in the first semester of instruction, unless excepted from such by the Division Dean or Program Director. The purpose of the orientation workshop will be to introduce the new adjunct faculty member to concepts such as, but not limited to, learning outcomes, competency-based learning, motivational techniques, and principles of learning, communication skills, using media to improve instruction, assessment, grading, and evaluation.

H. ORIENTATION / SEMESTER MEETINGS

Orientation or Welcome Back sessions may be scheduled on all campuses and divisions for adjunct faculty at the beginning of each semester for each campus. These sessions are designed to review pertinent procedures, operational services, and provide general information of the college, campus and instructional programs.

Unless the supervising Division Dean or Program Director makes an exception, adjunct faculty will attend a general orientation/ welcome back session held at the beginning of each semester. In the event an adjunct faculty member is excused from the orientation session, the supervising Division Dean, or Program Director will determine alternative methods to orient the faculty member.

I. PROFESSIONAL DEVELOPMENT ACTIVITIES AND COMPENSATION FOR CONTINUING EDUCATION & DEVELOPMENT

Yavapai College is strongly committed to fostering improved working conditions and benefits for adjunct faculty while enhancing district-wide learning and instructional effectiveness.

Funding for Professional Development for Adjunct Faculty is provided by the Office of Academic Affairs each academic year, on a first-come, first-served basis, with a maximum amount of \$500 per adjunct faculty member. Please contact [Chris Heyer](#), AF Coordinator, for more information. You must have knowledge and approval from your Division Dean or Program Director to apply for professional development funding.

EDU-150: Adjunct faculty are required to complete a one-credit course, EDU-150, *“Instruction, Assessment and Management in the Classroom”* within two years of hire. Training for these courses is available online in Blackboard. EDU-150 are taken as quarter-credit sections A, B, C, and D. adjunct faculty may take the sections individually or all at once. Registration is online, the same as any other class. The Sections are as follows:

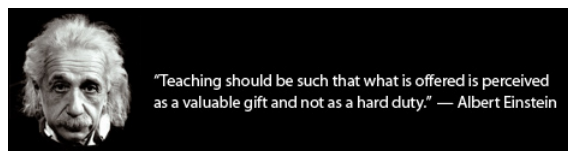
EDU-150-A – Syllabus Creating & Writing 0.25 credit	EDU-150-C – Student Learning & Outcomes Assessment 0.25 credit
EDU-150-B – Teaching & Learning Styles 0.25 credit	EDU-150-D – Legal Issues: Harassment – Copyright - ADA - FERPA 0.25 credit

Adjunct faculty also are invited and encouraged to participate in the wide range of professional development activities offered at the college – usually prior to or after an Adjunct Faculty Meeting. There are a variety of options for fulfilling this requirement which include the following:

- ◆ Active participation in Division meetings and activities focusing on assessment, learning theory, student retention, and classroom management
- ◆ Continuing education units (CEU/CLU) required by accrediting agencies or applicable to certificated teaching area(s)
- ◆ Content specific higher education courses, forums and discussions from the [G.I.F.T. Center](#), which enhance student learning styles and teaching effectiveness (see info below on the G.I.F.T. Center)
- ◆ Short-term college courses in technology skills development – both from [TELS](#) and regular credit-based courses (follow guidelines page IV-3).
- ◆ Special division and department training
- ◆ Adjunct Faculty Association Workshops beyond the four Modules focusing on grading, rubrics, and assessment; facilitated learning; best practices; student retention; and legal issues
- ◆ District sponsored training in assessment, student-centered learning, multi-media, distance-delivery and asynchronous learning, courseware development for online classes (to be delivered in learning seminar or self-paced modular formats)

Division Deans and Program Directors will be responsible for monitoring and certifying these activities as appropriate. Adjunct Faculty and the Adjunct Faculty Association may suggest additional activities and approaches.

The G.I.F.T. Center



The Great Ideas for Teaching (G.I.F.T.) Center is available to motivate, sustain, and facilitate innovative teaching and learning practices and to build a culture that values, supports and rewards teaching excellence.

J. COMPENSATION AND WORKLOAD

Adjunct faculty will be compensated by Load Hour, based on an amount, determined annually within the budget development process, for each load hour taught. Load hours taught will be determined using procedures adopted for the same purpose for full-time faculty. This compensation may be subject to change based upon specific employment responsibilities and course criteria assigned to the position including, but not limited to, dual enrollment, course enrollment, or other institutional situations.

1. Adjunct faculty normally will not teach more than nine load hours in each regular semester of employment. The supervising Instructional Dean may make exceptions, but in no cases will loads above 10.5 be approved. The dean will inform the Chief Academic Officer of exceptions above 9 load hours.
2. In the event you are absent from a class meeting, \$20.00 per class hour will be deducted from your compensation.

K. PAY PERIODS

Adjunct faculty are paid bi-weekly on Fridays during the length of the course. Late-start or half-semester courses are paid in the same manner; just a shorter length.



Please refer to the [Adjunct Faculty Resources webpage](#) for more information on compensation and pay periods

L. DISCIPLINARY ACTION

In the event an adjunct faculty member fails to follow Yavapai College policies, administrative procedures, or accepted standards of conduct as referred to in above paragraphs, he/she may be subject to disciplinary action.

Upon learning of the alleged failure to follow accepted standards of conduct or failure to follow policy or administrative procedures, the Division Dean, Program Director, or Campus Dean, will attempt to inform, in writing, the adjunct faculty member of the allegation. (All correspondence mailed to the permanent address listed in the adjunct faculty member's personnel file will constitute official notification.) The Division Dean, Program Director, or Campus Dean will make a bona fide effort to meet with the faculty member and verbally present the allegation(s) and supporting information to her/him. After reasonable investigation to verify, clarify or nullify the allegations, the Division Dean, Program Director, or Campus Dean will attempt to inform, in writing, the adjunct faculty member of

his/her finding, which will be considered final. The adjunct faculty member will be allowed to comment on the findings. A record of the findings and any disciplinary action will be placed in the adjunct faculty member's personnel file.

The Division Dean or Program Director may initiate one or more of the following disciplinary actions, which will be considered final:

- issue a verbal or written warning
- suspend the adjunct faculty member with or without pay for a specified time period; initiate termination procedures.

M. TERMINATION

The agreement between the college and adjunct faculty is an employment "at will" relationship. If at any time the supervising Dean decides that it is in the best interest of the college to terminate the agreement prior to its normal ending date, the adjunct faculty will be entitled to only that pro rata share of the contracted pay which represents the work already done, as anticipated by the agreement.

This will be the sole entitlement due any adjunct faculty member whose agreement is prematurely terminated pursuant to this section.

Prior to such termination the supervising Dean will attempt to inform in writing the adjunct faculty member of the reason(s) for termination. The supervising Dean's decision to terminate will be final.

N. THE DISABLED PERSON'S RIGHTS UNDER FEDERAL LAW

Section 504

Section 504 of the "Rehabilitation Act of 1973" prohibits discrimination on the basis of physical or mental handicap in federally assisted programs. As a result of Section 504, there was a focus on accommodating students, and an increasing number of people with disabilities returned to the classroom.

ADA (Americans with Disabilities Act)

In the summer of 1990, the Americans with Disabilities Act (ADA) was passed. As a result of the passage of this act, there is renewed attention focused on disability access to facilities and programs, as well as employment and promotion issues. The ADA prohibits discrimination against people with disabilities in the areas of private employment, public accommodations and services, transportation and telecommunications. Much of the substance of ADA was borrowed from Section 504.

Accommodations

Federally assisted programs or activities operated by post-secondary education recipients have the following obligations:

Students with Disabilities:

With ongoing support of Yavapai College's faculty and administration, Disability Resources assists students to fully participate in campus life by providing advisement, and academic adjustments and accommodations in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The office currently serves more than 150 students with disabilities.

Although Disability Resources is located at the Prescott campus, services for students with disabilities are available at its district campuses (Verde, Prescott Valley, Chino Valley, Sedona, online courses, and wherever YC courses are being offered by the college). Yavapai College, through the Disability Resources, supports universal design in its buildings and campuses and accessible programs and services for all students.

Link for Disability Resources - [Disability Resources](#).

O. CODE OF ETHICS AND PREVENTING SEXUAL HARASSMENT

Yavapai College is committed to creating a work and learning environment that puts a premium on civility, respect, honesty, integrity, creativity and professionalism. These are shared values and ethical principles at the heart of our College. Each full-time faculty and staff member is required to complete an annual [Workplace Ethics](#) workshop.

Yavapai College also is committed to providing an environment that is free of sexual harassment based on gender, race, national origin, age, religion, disability, or any other status protected under state, federal or local law.

Sexual harassment is a form of sex discrimination that violates Title VII of the 1964 Civil Rights Act and, in its 1980 guidelines; the Equal Employment Opportunity Commission (EEOC) defines the rights and responsibilities of employers and employees in the workplace. Any complaint of harassment will be treated in a confidential manner to the extent feasible. All students and employees are assured that they will be free from any and all retaliation for filing such complaints. Anyone taking retaliatory action against an individual who has either made a sexual harassment complaint, or has assisted in the investigation of a sexual harassment complaint, will be subject to action taken by the College, up to and including dismissal from employment and/or expulsion from the school.

All faculty and staff - full-time and part-time – are required to complete Preventing Sexual Harassment training upon hire.

Refer to the Human Resources [Code of Ethics policy](#) and [Preventing Sexual Harassment policy](#) on the college website or in the Yavapai College Policy and Procedure Manual for definitions and procedure.

P. DRUG FREE WORKPLACE - CHOICES

The Drug Free Schools and Communities Act Amendments of 1989 require that higher educational institutions adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. Please consider participating with others in the college community to prevent drug and alcohol abuse.

Q. SMOKE AND TOBACCO POLICY

Yavapai College is committed to limiting exposure to the harmful effects of primary and secondary smoke to campus students, visitors, and employees. In order to reduce the harmful effects of tobacco use and maintain a healthful working and learning environment, the district prohibits the use of tobacco except in specific areas. Tobacco use on college property is defined as lighted pipes, cigars, cigarettes, and the use of snuff and smokeless tobacco in any form.

Refer to Human Resources [Tobacco Use Policy](#) on the college website or in the Yavapai College Policy and Procedure Manual for definitions and procedure.

R. ZERO TOLERANCE FOR VIOLENCE IN THE WORKPLACE

Safety and security is of primary importance at Yavapai College. It is the policy of Yavapai College to promote a safe environment for its employees, students, and visitors. This policy applies to employees as well as independent contractors and other non-employees doing business with Yavapai College.

Threats, threatening and abusive behavior, acts of violence and other disruptive behavior such as harassment, intimidation by anyone against employees, visitors, students, or other individuals on college-controlled premises will not be tolerated. Such behavior includes oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

Any person or persons who make threats, exhibits threatening behavior, or engages in violent actions on college-controlled premises may be removed as quickly as safely permits, and may be required to remain off college premises pending the outcome of an investigation, if deemed appropriate. Following investigation, the college will initiate an immediate and appropriate response. This response may include, but not limited to, suspension or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

Employees should notify management of any threats that they witness or receive or that they are told by anyone that another person has witnessed or received. Even without a specific threat, all employees should report any behavior that they have witnessed and regard as potentially threatening, violent, or could endanger the health or safety of an employee when the behavior occurred on college-controlled premises, or is connected to college employment or college business. Such behavior should be reported regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. The college understands the sensitivity of the information requested and will utilize confidentiality procedures that recognize and respect the privacy of the reporting employee.

Refer to Human Resources [policy and procedures 2.4.8](#) on the College website or in the Yavapai College Policy and Procedure Manual for definitions and procedure.

For an alphabetical listing of Human Resource Policies, please [click here](#).

(<http://www.yc.edu/content/humanresources/Policy/Alphabetical%20Policy%20Index.htm>)

S. ***ADJUNCT FACULTY ASSOCIATION***

Yavapai College adjunct faculty are represented by the Adjunct Faculty Association (AFA). The function of this organization is to support all adjunct faculty by:

- Provide required training for adjunct faculty;
- Seek ways and methods to enhance the quality of compensation, faculty benefits, instructional design, curricula involvement and development;
- Encouraging interaction and connection with their academic divisions, Division Deans, Program Directors, Faculty Senate, and administrative functions;
- Encouraging and support professional development in areas that affect student learning and teaching quality and methods;
- Building relationships with each other as part-time instructional professionals;
- Seek ways and methods to bring issues and concerns to the administrative and governing bodies and seek its support, including membership in AAUP.

The AFA disseminates information through regular myYC Portal bulletins, an [Adjunct Faculty Blog](#), flyers, face-to-face, and multimedia meetings during the semester.

All members of the AFA can also be non-voting members of the Faculty Association, represented by the Faculty Senate. The Adjunct Faculty Coordinator is a voting member of the Faculty Senate and represents issues and concerns to that body.

Chris Heyer is the Adjunct Faculty Coordinator. She has offices on both the Prescott and Verde Campuses. Chris spends 1-2 days per week on the Prescott Campus. She can be reached via E-mail: Chris.heyer@yc.edu, or by phone: (928) 634-4568 (Verde campus), or (928) 776-2018 (Prescott campus).

Divisions are the conduit to support services. Division Deans and Program Directors are responsible for including adjunct faculty in department functions and development, instructional quality, professional growth, and teacher-student problems and concerns. Remember, your Division Dean or Program Director is your FIRST point of contact with any questions, issues, or concerns.

See Section I-22 through I-26 for names and contact information for college personnel.