



Dual Enrollment Instructor Application

Thank you for your interest in teaching Dual Enrollment courses for Phoenix College. Phoenix College partners with Valley high schools to offer dual enrollment credit for academic and occupational classes. Dual Enrollment courses are held on high school campuses and are taught by high school instructors who have met community college hiring qualifications. By offering the Dual Enrollment option, we strive to ease the transition from high school to college and to increase the number of college-bound high school students in our community.

Qualifications

Academic Courses	Occupational Courses
➤ Master's in subject	➤ Criteria for academic courses OR
➤ Master's plus 18 graduate semester hours in the subject area	➤ Bachelor's plus 3 years' work experience in the subject area
➤ Master's plus 24 upper division and/or graduate semester hours in the subject area	➤ Associate's degree or 64 semester hours plus 5 years' work experience in the subject area
	➤ 5 years' work experience in the subject area
BOTH: Complete EDU250 Overview of the Community Colleges, or equivalent, within two years	

To Apply: Complete the application packet and submit the following to the Dual Enrollment Office at Phoenix College Downtown:

- Unofficial transcripts
- Resume
- Letter of employment (occupational/CTE only)
- Syllabus, including name and ISBN of textbook
- Dual Enrollment Instructor Data Form
- Public Employee or Officer Loyalty Oath
- Certificate of Understanding & Conditions of Employment Form

Submit by June 15 for consideration for the fall semester; November 15 for spring semester. The review process may also include an on-site visit of your classroom and/or lab.

More Information

Roberta Jeffers Director

Tel: 602-223-4053; Email: r.jeffers@pcmail.maricopa.edu

Visit us on the web at www.pc.maricopa.edu/pcdt/dual

Phoenix College Downtown . 640 North 1st Avenue . Phoenix, Arizona 85003





Dual Enrollment Instructor Data Form PERSONAL INFORMATION

SSN: _____ Name: _____
Print Your Full Name as it appears on your Social Security Card

Male _____ Female _____ Date of Birth: _____

Highest Education Level - Choose One:

- AA Degree
- Bachelor
- Masters
- Doctorate
- MD, DDS, JD

Work Phone (_____) _____ Ext. _____ Fax Number (_____) _____

Other Phone (_____) _____ *Circle One: Home Cellular Pager*

E-mail Address _____

Best Daytime Contact: *(Circle one)* Email Fax Work Phone Pager Cellular

HIGH SCHOOL INFORMATION

Course(s) You Will Teach: _____

High School: _____

District: _____

Dual Enrollment Liaison at the School: _____
Name Title

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Maricopa Community Colleges

PUBLIC EMPLOYEE OR OFFICER LOYALTY OATH

Maricopa Community Colleges is required by state law to reproduce the following statute and obtain each employee's signature. A.R.S. § 38-231

Officers and employees required to take loyalty oath; form; classification;

In order to insure the statewide application of this section on a uniform basis, each board, commission, agency and independent office of the state, and any of its political subdivisions, and of any county, city, town, municipal corporation, school district, and public educational institution, shall immediately upon the effective date of this act completely reproduce § 38-231 as set forth herein, to the end that the form of written oath or affirmation required herein shall contain all of the provisions of said section for use by all officers and employees of all boards, commissions, agencies and independent offices.

For the purposes of this section, the term officer or employee means any person elected, appointed, or employed, either on a part-time or full-time basis, by the state, or any of its political subdivisions or any county, city, town, municipal corporation, school district, public educational institution, or any board, commission or agency of any of the foregoing.

Any officer or employee elected, appointed or employed prior to the effective date of this act shall not later than ninety days after the effective date of this act take and subscribe the form of oath or affirmation set forth in this section.

Any officer or employee within the meaning of this section who fails to take and subscribe the oath or affirmation provided by this section within the time limits prescribed by this section shall not be entitled to any compensation unless and until such officer or employee does so take and subscribe to the form of oath or affirmation set forth in this section.

Any of the persons referred to in Article XVIII, Section 10 of the Arizona Constitution as amended, related to the employment of aliens, shall be exempted from any compliance with the provisions of this section.

In addition to any other form of oath or affirmation specifically provided by law for an officer or employee, before any officer or employee enters upon the duties of his office or employment, he shall take and subscribe the following oath or affirmation:

State of Arizona, County of Maricopa, I, _____
(type or print name)

do solemnly swear, (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona; that I will bear true faith and allegiance to the same, and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of

_____ according to the best of my ability,
(job title/name of office)

so help me God (or so I do affirm).

Date _____
(signature of employee or officer)

Certificate of Understanding and Conditions of Employment

for Adjunct and Dual Enrollment Faculty

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

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

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Certificate of Understanding and Conditions of Employment

for Adjunct and Dual Enrollment Faculty

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I have read the above Conditions of Employment for Adjunct Faculty with the Maricopa Community Colleges. I understand and accept the policies and procedures as stated herein. I further certify that all information presented in my resume and transcripts are true and complete to the best of my knowledge. I understand that falsified statements will be cause for immediate dismissal.

During this current semester, are you teaching or are you committed to teach at any other college in the Maricopa Community Colleges? Yes _____ No _____

If YES, please identify the college(s) and the number of load hours you are/will be teaching.

<u>College(s)</u>	<u>Load Hours</u>
_____	_____
_____	_____
_____	_____

Print/Type Name

Signature of Adjunct/Dual Enrollment Faculty

Date