

YAVAPAI COLLEGE – Fall 2024
ADJUNCT FACULTY TERMS AND CONDITIONS OF TEACHING ASSIGNMENT

Welcome to the Fall 2024 semester at Yavapai College! Subject to your course meeting minimum enrollment requirements and college needs, you are acknowledging an adjunct faculty teaching assignment. Teaching credentials must be documented and on file with Yavapai College prior to the beginning of this assignment. For adjunct faculty, employment is on a non-continuing basis. Consecutive teaching assignments do not lead to provisional or continuing faculty status. In accordance with Arizona law, the College's employment relationship with you is at will, and based upon mutual consent. This notice does not constitute a contract. This means that either you or the College may choose to end the employment relationship at any time, with or without cause or notice.

As a faculty member, you agree to and acknowledge the following employment expectations:

- Current adjunct faculty compensation rate is \$989.00 per load hour. Some courses are subject to a different pay structure; contact your Provost, Vice President, Associate Vice President, Dean, or Associate Dean if you have questions. 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.
 - In the event you are absent from a class meeting, \$20.00 per class hour may be deducted from your compensation depending on your sick leave accrual.
- Meet and teach assigned classes in accordance with [course outlines](#), including specified textbooks or open educational resources. A course outline is a district-approved document covering such items as course prefix, number, title, description, learning outcomes and content.
- Develop and submit to the division office a course syllabus and calendar based upon the approved college course outline prior to the start of class. Every course syllabus must incorporate the [required components of a course syllabus](#). A syllabus is a learning plan designed by the instructor to inform students about the learning outcomes, assessment requirements, grading criteria, attendance standards, institution policies and support services.
- Yavapai College requires that you use the official email address provided by Yavapai College. 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 myYC portal, located on the Yavapai College Homepage at www.yc.edu. Your email address will be username@instructor.yc.edu.
- Promptly submit required rosters, grade reports, evaluations, and academic reports. Student grade records are retained in the division office for a minimum of two years in the event of a student grade appeal. Return any instructional materials provided by the division office at the end of the semester. Return keys to Facilities at the end of the semester. If requested, complete required student outcomes and assessment tracking tools and submit to division office.
- Follow the accepted standards of conduct for faculty as described in applicable [academic policies](#), which relate to satisfactory service and conduct becoming of a faculty member.

- Attend meetings and workshops as may be necessary to obtain or renew certification or essential licensure requirements.
- Complete all required NEOED trainings on an annual basis.
- New adjunct faculty must complete the [Canvas Readiness Course](#) within the first semester of teaching.
- Participate in professional development opportunities offered at Yavapai College, including orientation, workshops, trainings, Convocation and division and department meetings, as applicable.

We hope that you have a great semester! If you have questions regarding your teaching assignment, please contact your Provost, Vice President, Associate Vice President, Dean, Associate Dean, Department Chair, or Program Director.