

PALO VERDE COLLEGE

Part Time Faculty Agreement

The Governing Board of the Palo Verde Community College District has employed the following person:

Faculty:	Employee Number:
----------	------------------

Assignment:	Term:	Rate of Pay:
-------------	-------	--------------

COURSE/SECTION	CONTACT HOURS	HOURS PER WEEK
TOTALS:		

PAY PERIODS	HOURS	WEEKS	TOTAL PAY	PAY DATE
TOTALS:				

You have been recommended for teaching the (classes/non-teaching assignment) listed above.

The terms and conditions of employment as an adjunct faculty member of Palo Verde College include the following:

- A: In accepting employment with District, it is agreed and understood by you, as Adjunct Faculty Member, that:
1. Employment is made pursuant to the provisions of Education Code 87482.5, which provides that any person employed as an Adjunct Faculty Member "...shall be classified as a temporary employee, and shall not become a contract employee under Section 87604."
 2. You possess the necessary minimum qualifications (Degree, and/or Credential) to instruct in the discipline and the appropriate documentation has been filed with the Human Resources Office.
 3. If a returning employee, you had a TB test within the last four years, and you are free from active tuberculosis as required by Education Code Section 87408. Or, if you are a new employee, you have been tested for TB within the past 60 days and are free from active tuberculosis.
 4. You will submit all required rosters, notices, grades, etc. requested from the Admissions & Records Office per stated due dates received in communications from that office.
 5. You will submit your Course Learning Outcome (CLO) Data Collection Worksheets to the Division Chair upon completion of each class for the term.
 6. All College property will be returned at the end of your assignment each semester.
 7. As Adjunct Faculty, your assignment is limited to 67% of a full-time faculty load (i.e., a maximum of 10 units for teaching faculty; a maximum of 19 hours per week for non-teaching faculty). You agree not to exceed the 67% limit.
 8. The instructor must submit to the Office of Instruction and upload to The Bridge, all class syllabi (following the current approved guidelines) prior to the end of the first week of instruction. For Correspondence classes, please have your syllabi to the Distance Learning Department no later than two weeks before the first week of instruction.
 9. The instructor agrees to teach the course content as listed in the official Course Outline of Record.
 10. The instructor agrees to meet the class(es) on the dates and at the times designated, and if unable to do so, notify the Vice President of Instruction and Student Services in a timely manner. Absences will result in a wage reduction unless sufficient sick time has been earned.

11. Should the total lecture/lab hours worked per week be reduced or increased, the Adjunct Faculty Agreement will be revised accordingly.

B: Employment may be subject to immediate change or termination:

1. At the discretion of the District's Governing Board (CCR, Title 5, Section 87665); or
2. Due to the following reasons:
 - Insufficient enrollment as determined by the District.
 - Reassignment of class(es) to a full-time instructor only if low enrollment would otherwise cause that full-time instructor to have less than a full-time teaching assignment. This replacement may occur any time prior to the first census day.
 - Conditions which make maintaining the class undesirable.
 - Failure to provide on a timely basis (as determined by Human Resources) the information and/or documentation requested in A2and/or A3 above.

I have read the conditions of the agreement and understand that any failure on my part to comply with or provide accurate information regarding any item nullifies the agreement and may affect future teaching assignments with the District. I accept the appointment, as described above, as an adjunct faculty member of Palo Verde College.

Signature

Date

Vice President, Instruction & Student Services

Superintendent/President