

Part Time Faculty Letter of Intent
Fall 2009

Instructor: _____

ID Number: @ _____

By your acceptance, you agree to perform the duties and assume the responsibilities of your teaching assignment within the framework of the college policies as established by the College Governing Board and as outlined by the Faculty Handbook. Payment of salary is conditional upon performance of all duties pertaining to this appointment. A digital copy of this document is available on the Human Resources website at www.coconino.edu/hr/employeeresources/forms/.

Acceptance indicates that I have received, read, fully understand and agree to the terms listed on the second page of this document, "Certificate of Understanding and Conditions of Employment for Part Time Faculty", and accept the obligations. I further certify that all information presented in my application, resume, and transcripts is true and complete to my knowledge. I understand that falsified statements will be cause for immediate dismissal.

I understand and agree that Part Time Faculty pay will be based on number of load hours taught, tier, and number of students enrolled (up to twelve). I further agree that if the course enrollment is below twelve students, then it is at the option and discretion of the college to offer the course. If the college offers a course for less than twelve students the pay amount may be prorated based on enrollment. Final pay notification for the appointment will be determined and set forth in an addendum.

Cumulative CCC load hours pay at this rate:	
Tier A	Tier B
Load Hours 089.9	Load Hours 90+
\$645	\$681

1 lecture hour = 1 load hour

1 lab hour = .6667 load hour

Print Employee Name

Employee Signature

Date

Please return immediately to Summer Dennis or Carol Gallegos to ensure payment.

Certificate of Understanding and Conditions of Employment for Part Time Faculty

IN CONSIDERATION OF employment by Coconino County Community College District as a part time instructor (hereinafter referred to as Part Time Faculty), I hereby acknowledge the following:

- (1) THAT all part time faculty positions are non continuing in nature and that nothing contained in this document, nor in the Human Resources policies of this District, shall be construed to mean, implied or explicit, that this appointment will be renewed or other employment offered;
- (2) THAT any instructional employment assignment depends on sufficient enrollment which will not be verified until registration is completed and this appointment may be cancelled without further objection on the part of the College if there is insufficient enrollment as determined by the College in its sole discretion;
- (3) THAT employment with the College begins with the first day of classes, and unless sooner terminated by the Part Time Faculty or the College in accordance with this Agreement or the Policies of the College, ends when classes and exams are completed and the final grade roster is returned. That the Part Time Faculty remain responsible for delivering to the Part Time Faculty's supervisor all completed coursework and work in process, including grade rosters, prior to receiving final payment for duties performed;
- (4) THAT the administration reserves the right to cancel any class at any time prior to the third meeting of the class;
- (5) THAT the assignments of full time faculty take precedence over the assignment of Part Time Faculty;
- (6) THAT Coconino Community College provides for a maximum teaching load of 9.0 load hours per semester for Part Time Faculty. Exceptions to the 9.0 load hours per semester must be approved by the Vice President of Academic Affairs or designee;
- (7) THAT compensation for Part Time Faculty is established by Governing Board Policy;
- (8) THAT Part Time Faculty will be paid for approved class absences only, 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 Part Time Faculty will be notified of the schedule of payment at the beginning of the term of employment;
- (10) THAT Part Time Faculty are responsible for submitting accurate rosters, 45th day rosters and grade reports in accordance with deadline dates established by the College, and are responsible for participating in department and program level assessment activities and assignments;
- (11) THAT Part Time Faculty will adhere to all duties as described in the Part Time Faculty Job Description;
- (12) THAT Part Time Faculty will register for a College email account and will be responsible for information provided to Part Time Faculty via email;
- (13) THAT employment for Part Time 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 I9 (Employment Eligibility Verification Form)
 - (d) Completion of other required college and personnel forms
- (14) According to Policy 443.7.3 of the Policies of Coconino Community College, Part Time Faculty do not serve an initial review period. In the event there is a breach by the employee of any of the provisions of his/her agreement, or in the event the College has reasonable cause to believe the assigned duties of the position are not being adequately performed, the College shall have the right to terminate the agreement in conjunction with established procedures
- (15) THAT this agreement may be cancelled by Coconino Community College for conflict of interest pursuant to A.R.S. Section 38511