Instructional Councils have determined the minimum qualifications necessary for faculty to teach or work in each teaching/service discipline. The Provost or designee is the approval authority for all minimum faculty qualifications recommended by the Instructional Councils.

To ensure all faculty have met the minimum qualification for a particular discipline, please complete this form for adjunct faculty members as part of your College’s hiring process and submit to your local human resources office, along with the intent to hire form, for inclusion in the adjunct’s personnel file. In addition, please ensure the Adjunct submits **official transcripts** to the college human resources department by the date indicated by Human Resources.

### 

### Resources

* [All Faculty Minimum Qualifications](https://public.tableau.com/app/profile/maricopaanalytics/viz/FacultyMinimumHiringQualifications/Intro)
* [MCCCD Faculty Agreement](https://maricopa.sharepoint.com/sites/DO/human-resources/HRDocuments/Supervisor-Tools/Policies/Final%20Faculty%20Agreement%202022-23%20Ratified.pdf) (Article 10)

## Instructions

* Review the resources provided above.
* Complete the form below showing how the adjunct faculty member meets the minimum qualifications for the teaching/service discipline.

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | Chandler-Gilbert | **Department** |  |
| **Faculty Chair Name or Program Director** |  | **Discipline** |  |
| **Instructor Name** |  | **Date Form Completed** | Mar 29, 2023 |

****

Select all that apply.

|  |  |
| --- | --- |
|  | Master’s degree or higher in the discipline to be taught |
|  | Any Master’s degree or higher with 18 graduate credit hours in the discipline to be taught |

Graduate credits are indicated by the institution's numbering system, normally found on the reverse side of the transcript. If not found on the transcript, please ask the adjunct faculty member to reach out to the Admissions and Records office of the institution for verification of graduate course numbering.

### Qualifying Degree(s)

Please list the qualifying Master’s degree or higher earned by the adjunct faculty member. Add additional lines if needed.

|  |  |  |
| --- | --- | --- |
| **Master's** | **Discipline** |  |

### [Discipline Specific Course Qualifications](https://public.tableau.com/app/profile/maricopaanalytics/viz/FacultyMinimumHiringQualifications/Intro) (click for details)

Please list the qualifying graduate courses **ONLY** if the adjunct faculty member is qualified with “any Master’s degree or higher with 18 graduate credit hours in the discipline.” Add additional lines if needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Graduate Level Courses** | | | |
| **Course#** | **Course** | **Course#** | **Course** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Additional Qualifying Credentials

Some fields have additional requirements to qualify as a faculty in the field. When there are additional qualifying credentials as identified in the FMHQ, please list them below. If this is not applicable, please leave it blank.

|  |  |  |  |
| --- | --- | --- | --- |
| **Additional Discipline Specific Requirements** | | | |
|  |  |  |  |

## 

Select all that apply.

|  |  |
| --- | --- |
|  | Master’s degree or higher in the discipline to be taught |
|  | Any Master’s degree or higher with 18 graduate credit hours in the discipline to be taught |
|  | Master’s degree or higher with 24 upper diversion and/or graduate credits in the discipline |
|  | Any Bachelor’s degree and Three Years of occupational experience in the discipline to be taught |
|  | Five Years of occupational experience in the discipline to be taught |
|  | Journeyman certification in the discipline to be taught |

### Occupational Experience

### Please list the qualifying occupational experience. Add additional lines if needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Job Title** | **Duties/Courses taught** | **Employment begin date** | **Employment end date** |
|  |  |  |  |  |

### Qualifying Degree(s)

Please list the qualifying degree(s) earned by the adjunct faculty member. Add additional lines if needed.

|  |  |  |
| --- | --- | --- |
| **Master's** | **Discipline** |  |

### Additional Qualifying Credentials

Some fields, such as Nursing and Real Estate, have additional requirements to qualify as a faculty in the field. When there are additional qualifying credentials per the FMHQ, please list them below. If this is not applicable, please enter N/A.

|  |  |  |  |
| --- | --- | --- | --- |
| **Additional Discipline Specific Requirements** | | | |
|  |  |  |  |

### [Discipline Specific Course Qualifications](https://public.tableau.com/app/profile/maricopaanalytics/viz/FacultyMinimumHiringQualifications/Intro)

Please list the qualifying graduate courses **only** if the adjunct faculty member is qualified with “any Master’s degree or higher with 18 graduate credit hours in the discipline” **or** “Master’s degree or higher with 24 upper diversion and/or graduate credits in the discipline.” Add additional lines if needed.

| **Upper Division/Graduate Level Courses** | | | |
| --- | --- | --- | --- |
| **Course#** | **Course** | **Course#** | **Course** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

****

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications Validated** | Yes | **HR Rep** |  |
| **HR Review Date** | Apr 5, 2023 |  |  |
| **EDU250** | Yes | **Date EDU250 Completed** | Mar 29, 2023 |
| **If not Completed, Date to be completed by** | Mar 29, 2023 |  | |
| **EDU 250 Equivalent** | No |  | |

**Where/When/Course#**

**REVIEW AND APPROVALS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **GROUP** | **DELIVERED FOR REVIEW** | **REVIEW DUE DATE** |  |
| **DO STRATEGIC STAFFING** | **03/29/2023** | **03/29/2023** |  |
| **DEPT. CHAIR REPS** | **03/31/2023** | **04/07/2023** |  |
| **TUG** | **04/10/2023** | **04/14/2023** |  |
| **HRELC** | **04/10/2023** | **04/14/2023** |  |
| **DO ACHRO** | **04/17/2023** | **04/21/2023** |  |
| **STAFFING ADVISORY** | **04/21/2023** | **04/24/2023** |  |

|  |  |
| --- | --- |
| **DATE PUBLISHED** | **04/21/2023** |