

Macomb Community College



**Arts & Sciences
Adjunct Faculty
Qualifications to Teach**



Qualifications to Teach Arts & Sciences Courses

- Master's Degree in subject matter related to the course being taught

OR

- Master's Degree in another field and at least 20 graduate credit hours in teaching discipline required

OR

- 30 graduate semester hours in the teaching discipline as a part of a program leading to a degree higher than a master's degree



Qualifications to Teach Arts & Sciences Courses

- Biology, Philosophy, Sociology or Political Science
 - Degrees in Medicine (M.D.), Divinity, Social Work or Law do not meet the qualifications to teach unless you have 20 credit graduate credit hours in the subject area



What's not needed:

- Teaching Certificates
- Education courses



Qualifications to Teach

- The qualifications to teach are strictly adhered to at Macomb Community College
- Transcripts indicating the degree or graduate courses taken will be required
- Official transcripts are required once hired



Adjunct Faculty Hiring Process

- Class assignments become available generally at the beginning of the semester in the fall, winter or spring
- Full-time faculty select their classes
- Next, current adjuncts are offered classes to teach
- If there are classes that are not covered by current full-time or adjunct faculty, applicants that have applied on-line will be considered



Adjunct Faculty Hiring Process

- If you teach a credit class for Macomb, you are represented by the adjunct faculty union
- You will be required to pay dues or a service fee to the union
- You will be placed on the “roster of candidates”, if there is course availability in your area, you are offered a class(es) to teach before new adjuncts are contacted*



Adjunct Faculty Salary Rates

■ Salary for Credit Classes:

- Step 1 \$596 per equated hour
- Step 2 \$619 per equated hour
- Step 3 \$689 per equated hour
- Step 4 \$754 per equated hour

(Note: Will increase 1% for 13/14, 14/15 & 15/16)

■ Equated hour limits:

- 11.5 equated hours in a semester
- 23 equated hours per calendar year (winter, summer, fall)



Adjunct Faculty Benefits

- Michigan Public Schools Retirement System

Mandatory contributions for:

- Retirement

- Retirement health care



Online Application System

- <http://www.macomb.edu/Jobs>
 - **Employment Information Link**
 - EEOC information and Bargaining Unit Information
 - Course competency information
 - **Employment Opportunities Link**
 - Search Postings
 - Create Application
 - Apply to Posting
 - Attach Required Documents