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
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)

**Equate 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