

DEFINITIONS

Academic Department/Division Chairperson: a Department/Division Chairperson is a faculty member as defined in the Residential Faculty policy manual with certain administrative functions as assigned by appropriate college personnel.

Adjunct faculty: part-time instructors hired on a semester-to-semester, course-to-course contract basis. Adjunct faculty normally are only permitted to teach less than nine load hours per semester.

Appointive Status: appointive status is attained by a faculty member in good standing at the beginning of his/her sixth consecutive year calculated from the date of the first contract. (Herein after called appointive members).

Base Pay: the dollar amount appropriate for the employee's current grade and step as defined on the approved salary schedule printed in the current employee policy manual.

Calendar day: one day; may be a weekday, Saturday, Sunday, or holiday.

Certified Personnel: indicates a classification which requires an APOST certification as a requirement of the position; e.g., Certified College Safety Officer.

Classification: a position in a compensation program designed by a systematic process to determine a title, scope, duties, and qualifications according to established criteria.

College Faculty Senate Presidents: the College Faculty Senate Presidents are elected representatives of the Residential Faculty of each college.

Crafts: the positions within this employee group include: Carpenter, Electrician, HVAC Maintenance Technician, Plumber, Equipment Mechanic and Painter

Credit hour: based on semester credit hours. Quarter hours are converted to semester hours by multiplying the quarter hours credits by 0.67 and rounding to the nearest tenth.

Desired qualifications: the knowledge and skills specific to the job that the "ideal" candidate would need to perform the job. An example would be a college degree in a specific area, a skill and/or experience that would enhance the applicant's ability to perform the job.

Discipline/teaching field: the particular academic or occupational specialties of a faculty member. Faculty members are normally hired to teach or practice a specific discipline, such as mathematics.

District: the total administrative and support body of the Maricopa County Community College District (MCCCD).

District Faculty Association President: the District Faculty Association President is the elected representative of residential faculty throughout the Maricopa County Community College District.

Essential functions: list of principle tasks, duties, and responsibilities of the job, includes % of time spent on each function.

Exempt employee: an employee exempt from regulations of the Fair Labor Standards Act.

Fiscal year: a period of one (1) year, beginning July 1 of one calendar year and continuing through June 30 of the following calendar year.

Governing board or board: the Maricopa County Community College District Governing Board.

Immediate supervisor: the employee to whom the regular employee reports for work.

Hiring body: the person who selects the preferred candidate.

Job announcement: contains the same information as “Job Posting Description” and also includes the posting number, entry salary range, posting closing dates. This is the complete job posting information that appears on the District HR website and Job Opportunities

Job description: the official description of the job approved by the Wage & Salary Department. These descriptions are maintained by District and they can be found on the Wage & Salary website. This Job Description should be used to develop your Job Posting Description and to complete the Job Requisition.

Job posting: description that includes the Job Summary, Essential Functions, Minimum Qualifications, Desired Qualifications, and Special Working Conditions that are posted for a specific Job Opening.

Job summary: an overview of the position including all of the tasks or skills needed to be successful. Some of the skills will be needed prior to the interview and some will be learned on the job.

M&O: Maintenance and Operations employee group.

MAT: Management, Administrative and Technological employee group.

Microteach/demonstration: a timed presentation or demonstration based on a topic assigned by the committee to determine the candidate’s command of the subject matter, clarity of presentation/explanation, preparation and organization of materials and delivery of information.

Minimum qualifications: the minimum knowledge, skills and experience needed to perform on the first day of the job.

Nonexempt employee: an employee governed by the regulations of the Fair Labor Standards Act.

OYO: one year only. This position is for a defined period of time.

OSO: one semester only. This position is for a defined period of time.

Preferred candidate statement: A congratulatory statement made to the recommended candidate by the designated college representative informing the candidate he/she is the top candidate and that an official job offer, contingent upon review of the candidate's submitted materials is forthcoming from the District HR representative.

Position: a specific job within a classification to which a regular employee can be assigned.

Probationary Status (residential faculty): status is assigned to all residential faculty members who have not attained appointive status.

PSA: Professional Staff Association is the official organization of the District representing Professional Staff Employees and other employees covered under this title.

Regular full-time employee: an employee whose workweek is forty (40) hours per week, and is occupying a budgeted position.

Regular part-time employee: an employee whose workweek is at least twenty (20) hours and but less than thirty (30) hours per week, and is occupying a budgeted position.

Relative: A "relative" includes a parent, step-parent, parent-in-law, brother, stepbrother, sister, stepsister, spouse, son, stepson, daughter, step-daughter, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, great-grandparent, grandchild, great-grandchild, aunt, uncle, niece and nephew of the employee or the employee's spouse. A "relative" also includes a domestic partner of an employee who is claimed as a dependent by the employee for insurance purposes, and a relative (as the term is defined herein) of such domestic partner.

Residential faculty: faculty members who are probationary or appointive faculty as specified in the manual of MCCCCD Residential Faculty Policies.

Safety: security personnel employee group.

Search committee: the group of people who are chosen to evaluate candidates for a specific job.

Service date: the day upon which the regular employee achieved regular employee status, i.e., the first day of paid service following governing board approval. In most, but not all, cases this is the date immediately following the governing board meeting during which the regular employee's employment was approved.

Special working conditions: define additional working time, places, or any other issues outside of the "normal" working conditions.

Temporary employee: one-year-only employee, one-semester-only employee, or any other short-term hire.