

MARICOPA COMMUNITY COLLEGES

Adjunct and Substitute Faculty

Welcome to the Maricopa Community Colleges



Chandler-Gilbert Community College (CGCC)

CGCC Sun Lakes Education Center

Estrella Mountain Community College (EMCC)

Gateway Community College (GWCC)

Glendale Community College (GCC)

Maricopa Skill Center (MSC)

Mesa Community College (MCC)

Paradise Valley Community College (PVCC)

Phoenix College (PC)

Rio Salado College (RSC)

RSC Sun Cities Lifelong Learning Center

Scottsdale Community College (SCC)

South Mountain Community College (SMCC)

South West Skill Center (SWSCC)

Williams Education Center (WEC)

Upon confirmation of hire, please complete and return all of the following documents. As a new member of the MCCCDC community, you are required to complete and return the attached paperwork before you can be paid.

Please return this packet in person to _____.

If you have any questions, please call _____.

Helpful telephone numbers for information : Internal Revenue Service (IRS): 1-800-829-1040 ; Social Security Administration: 1-800-772-1213 ; Arizona State Community College Board: 255-5582.

1. EMPLOYMENT ELIGIBILITY - Form I-9* (Employment Eligibility Verification Form). ***The list of acceptable documents is provided in this packet.** Bring one document from List A **OR** two documents -- one from List B **and** one from List C. **By federal law, you may not work prior to completing this form.**
2. ADJUNCT AND SUBSTITUTE FACULTY EMPLOYEE DATA FORM.
3. EMPLOYEE DEMOGRAPHICS FORM - Maricopa Community Colleges is an Equal Opportunity/Affirmative Action Employer and complies with all applicable federal and state regulations. We are required to solicit this information. The information will be used for statistical reporting requirements and will be treated in a highly confidential manner.
4. Copy of the employee's SOCIAL SECURITY CARD.
5. SIS-FERPA/College Records.
6. LOYALTY OATH (for U.S. Citizens and permanent residents).
7. STATE & FEDERAL TAX FORMS. (Print legibly, sign and date using pen. Special rules apply for resident and nonresident aliens. Submit a Non-U.S. Citizen Tax Data Packet if you are either a resident or nonresident alien).
8. DEPARTMENT OF ECONOMIC SECURITY WAGE WITHHOLDING FORM.
9. RESUME.
10. Completion of file materials to establish qualifications.
11. Certificate of Understanding and CONDITIONS OF EMPLOYMENT.
12. MCCCDC Eligibility Declaration
13. Course Syllabus (if required by department)
14. Direct Deposit Authorization (optional)
15. Authorization to Mail Paycheck (optional)

Once completed, this packet may be shared by all colleges/locations within MCCCDC. Please notify your campus representative if your address, telephone number, or emergency contact information changes.