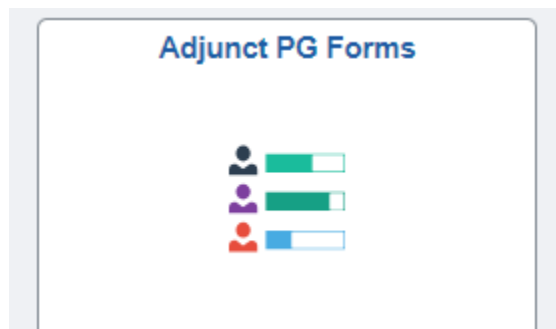




Please see the [Adjunct Faculty Handbook \(Article 5.E\)](#) and the [Residential Faculty Agreement policy \(FA Article 19.4.1\)](#) for specific policy language.

1. What events are eligible for Adjunct Faculty to progress on the tier structure?
 - According to approved policy, only participation in [pre-approved professional growth activities](#) are eligible for adjunct tier progression. These are internal events that the FPG Committee regularly approves for Residential Faculty horizontal advancement.
2. How are events advertised?
 - The FPG committee maintains a [website](#) with pre-approved events. It is regularly updated.
 - Organizers/presenters may send out email notifications about upcoming events.
 - College Faculty Developers, Centers for Teaching and Learning (CTLs), or the Maricopa Center for Learning and Innovation (MCLI) may send out email notifications about upcoming events.
3. How do Adjunct Faculty know if an event has been pre-approved for professional growth?
 - Events that are on the [Upcoming Preapproved Internal Events page](#) have been pre-approved. Events that are advertised by email will have a notice at the bottom indicating pre-approval status and the number of pre-approved hours.
4. Do years of service as an Adjunct Faculty count for tier progression?
 - No, only participation in pre-approved professional growth hours can be used for Tier progression.
 - All Adjunct Faculty start on Tier 1, and this includes retired Residential Faculty who retired before August 12, 2022.
5. Can Adjunct Faculty apply for tier progression for events that were completed prior to August 12, 2022?
 - No, the tier program is not retroactive. There is no tier credit for professional development or experience prior to August 12, 2022.
6. What is the compensation structure for the different tiers?
 - There are three tiers for Instructional and Service Adjunct Faculty:
 - i. Tier 1 pays the default base rate (\$1,098.00 / Load Hour (\$34.312500 / Clock Hour).

- ii. Tier 2 pays the base rate plus 5% (\$1,152.90 / Load Hour (\$36.028125 / Clock Hour). This is the pay rate for Adjunct Faculty with 25 - 49 earned professional growth credits.
 - iii. Tier 3 pays the base rate plus 10% (\$1,207.80 / Load Hour (\$37.743750 / Clock Hour). This is the pay rate for Adjunct Faculty with 50 or more earned professional growth credits.
7. How many events do Adjunct Faculty have to participate in to progress to the next tier?
 - It is variable. Completion of 25 clock hours of pre-approved professional growth activities allows for progression to the next tier. Each event has been pre-approved for a specific number of hours.
 8. How many tiers can an Adjunct Faculty progress in a year?
 - Adjunct Faculty may accumulate hours toward multiple tiers in a single academic year. The highest level will be applied in the fall of the next academic year.
 9. What is the process for applying for credit for participation in pre-approved professional growth activities?
 - Adjunct Faculty must participate in all activities required by the presenter/organizer for credit. Generally this includes at a minimum full attendance, completing an assessment, and an evaluation.
 - Adjunct Faculty must complete the Adjunct PG Form Tile, found in the Human

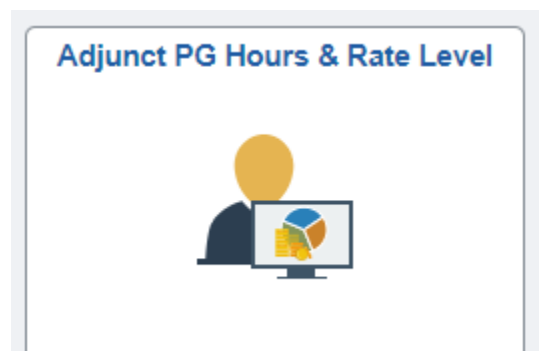


Capital Management (HCM) Tile on either the district [Employee Portal Page](#) (right panel icons) or on their respective college webpages.

Within 30 calendar days from the last date of the event, report your FPG hours into the system.

Use this [Quick Reference Guide \(QRG\)](#) for step-by-step instructions.

👉 **IMPORTANT NOTE:** Be sure to use the drop-down arrow (#4 on the QRG) so you have the instructions. You will need to describe how the event enriched your teaching effectiveness, and also, in the next box, upload some evidence in PDF, such as a flyer or an email, describing the event.



Upon verification, accrued hours will be stored in HCM, and will show in the other Tile which shows total hours earned (note this may take a day or two to show once the submission has been verified).

Compensation changes will be adjusted annually and be effective at

the beginning of the subsequent Fall semester.

👉 If a request to verify hours is denied, applicant can log back in again to see the comments, which should explain whatever the issue is. Many issues can be remedied.

10. What is the deadline to apply for hours to be counted for tier progression?

- Adjunct Faculty will have thirty (30) calendar days to submit a request for verification after the date of the event or thirty (30) calendar days from the last date of the event if there are multiple dates required.
- For events that occur before May 15 of a given calendar year, requests for verification must be submitted no later than June 15.
- Late submissions will not be accepted.

11. What about preapproved events that occur during the summer (after May 15)?

- For events that occur after May 15 of a given calendar year, Adjunct Faculty will have thirty (30) calendar days to submit a request for verification after the date of the event or thirty (30) calendar days from the last date of the event if there are multiple dates required.
- Verified FPG hours that occur after May 15 of a given calendar year will be processed for the annual rate adjustment during the following summer and compensation changes will be effective the following Fall semester.
 - i. Example: Event completed May 27, 2025, verified June 13, 2025. Any compensation adjustment will be processed during Summer 2026 and effective in Fall 2026.

12. Are Adjunct Faculty required to participate in professional development?

- No, participation in professional growth opportunities for tier progression is optional. There is no requirement, expectation, or pressure to participate in the process - it is an Adjunct Faculty's choice.

13. If an Adjunct Faculty has a break in service (e.g., is not teaching for a semester) what happens to their accumulated hours and/or highest achieved tier?

- HCM retains employment records during a break in service, including all accrued hours and tier status. Upon rehire, the highest achieved tier will be honored.

14. Can Adjunct Faculty get paid directly for the time spent participating in pre-approved, internal professional growth activities?

- No, Adjunct Faculty are not paid for attending pre-approved professional growth activities from the budget provided for adjunct professional growth. However, Colleges may choose to offer stipends for participation in select activities, at their discretion. If an Adjunct Faculty chooses a stipend, if it is available, the event will not count towards tier progression.

15. What is [Adjunct Faculty Professional Growth \(AFPG\)](#)?

- AFPG is different from tier progression.
- AFPG may reimburse an Adjunct Faculty for eligible costs of attending some professional development events, up to \$750 per year.
- In order to qualify for AFPG reimbursement, a [Travel Authorization](#) form must be completed and approved prior to the date of the event.

16. Are required trainings or orientations (e.g., FERPA) eligible for tier progression?
- No. Training required and provided by Maricopa as a condition of employment, such as FERPA, safety videos, Springboard to Success: All Faculty Onboarding, etc, do not count for tier progression.
17. Are job-related trainings eligible for tier progression?
- Maybe. Some training events, such as application of classroom technology tools, may be eligible for FPG and if so, will be listed on the [website](#) and will be indicated in the advertisement its pre-approval status.
18. Is there partial credit available if an adjunct faculty cannot attend the entire pre-approved FPG event?
- No. Participants must sign in (within the first 15 minutes) and out and complete all activities in order to have verified attendance and be eligible for tier progression.
19. Are One-Year Only/One-Semester Only (OYO/OSO) faculty eligible for tier progression?
- Adjuncts who accept an OYO/OSO position are paid a salary through contract pay. If they receive any overload for classes during their OYO/OSO service period, they will be paid at their current tier rate for those overloaded classes.
 - OYO/OSO faculty may also participate in pre-approved FPG activities during their OYO/OSO service period, submit for verification, and accrue clock hours towards tier progression.
 - OYO/OSO Faculty will be compensated at the highest tier earned for overload during continuing OYO/OSO positions, or upon returning as adjunct faculty.
 - If an OYO/OSO is hired as a Residential Faculty, they will be placed at Tier 2 for overload classes during their five (5) years of probation and then at Tier 3 for overload classes upon attaining Appointive status.