Becoming a Faculty Member
Presenters

• Dr. Emily Weinacker, Assoc Dean Human Resources

• Linda Canez, Mgr College Empl Svcs

• Dr. Linda Collins, Department Chair, Business/Information Systems

• Felicia Price, Senior HR Analyst
Panel Discussion

• What is it like to be a fulltime faculty member?
Vision and Mission

• **Vision**
  – MCC - leading the way to success in our local and global community.

• **Mission**
  – MCC excels in teaching, learning, and empowering individuals to succeed in our local and global community. We serve as a resource for college and career readiness, transfer education, workforce development, and life-long learning.
What We Value at MCC

- Values
  - Learning
  - Innovation
  - Service Excellence
  - Integrity
  - Individuals & Community
The Hiring Process

Apply for the Job
Screening
Interview and Micro-Teach
President Interview
Final Job Offer Activities

October to January
January to February
February to March
March to April
April and May
What do we look for in Faculty?

- The Job Posting
- Curriculum Vitae
- Cover Letter
Creating Your Application

http://www.maricopa.edu/employees/divisions/hr/jobs/index
Register

Enter your new user name and password.

Enter Registration Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name</td>
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<tr>
<td>Password</td>
<td></td>
</tr>
<tr>
<td>Confirm Password</td>
<td></td>
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</tbody>
</table>

Please be sure to document this information.

Register  Return to Previous Page
Please, it is your responsibility to keep your email current. Interviews are scheduled primarily via phone calls and sometimes confirmed via email.

Required to track applicants. HR Website is secure. Search committees and others will not see Social Security Number. Enter your Social Security Number without the dashes.

After entering all of your information, click on Save and Continue.
Find a specific job you may scroll through or search for a specific job

If you would like to see the description for a certain job click on that job
Choose the job that you would like to apply for and click Apply Now
To download the Faculty Course Completion Form template, (for Faculty Only), click the appropriate link.
ONLY FACULTY APPLICANTS ARE REQUIRED TO COMPLETE THIS COURSE COMPLETION FORM

- MCCCD no longer requires transcripts during the application phase of the hiring process. In lieu of official transcripts, you must complete this form, unless you have not completed a degree and/or at least 12 semester hours.
- If you are called for an interview, please be prepared to bring a copy of your unofficial transcripts with you in order to verify your coursework.
- Those applicants with foreign transcripts do not need to complete this form. Applicants who are foreign nationals must provide a transcript evaluation from a foreign credential evaluation agency to confirm that their degree is equivalent to an Associate's, Bachelor's, Master's, or Doctoral degree awarded from a regionally accredited institution in the United States. For a list of approved evaluation agencies, please see
  http://www.maricopa.edu/employeeresources/hrjobs/applaturasflyer.html

You can edit this form directly on your computer. Keep copies of the completed form for your records.

- Only the submitted forms will be returned.
- Please pay particular attention to the MCCC requirements for faculty.
- If you have a Bachelor's degree in the teaching field, please include the degree. This is required to be the course you've taken where degree completed in the teaching field.
- If you have a Master's degree in any teaching field with 12 graduate semester hours or 30 graduate quarter hours, list the degree.
- If you have a Bachelor's degree in any teaching field with 24 upper division and graduate semester hours or 72 graduate quarter hours, list the degree.
- If you are applying for an occupational field and you have a Bachelor's degree and 3 years work experience in the field, be sure to include the degree and the required hours in the teaching field.
- Specific discipline requirements for Anthropology, Computer Sciences, Counseling, Electronics, Librarianship, Mathematics, Nuclear Medicine Technology, Nursing, Clinical Nursing, and Religious Studies. See
  http://www.maricopa.edu/employeeresources/hrjobs/applaturasflyer.html for faculty requirements. (Religious Studies applicants must also complete an additional course form found on the afore-mentioned website.)

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COURSES COMPLETED OR IN PROGRESS

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<tr>
<th>NAME OF COLLEGE/UNIVERSITY</th>
<th>YEAR</th>
<th>COURSE PREFIX &amp; NUMBER</th>
<th>COURSE TITLE</th>
<th># OF CREDITS</th>
<th>SEM. HR (CR &amp; TB) HOURS</th>
<th>LEVEL 7 (LOWER UPPER OR MUSCLE)</th>
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<td>Example: UCLA</td>
<td></td>
<td>BIO141</td>
<td>Advanced Biology</td>
<td>4</td>
<td>12</td>
<td>Cur</td>
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</table>

For additional rows, use the TAB key while in the last row last box.
We suggest that you combine your cover letter/resume into one document (rtf). Then click to continue.

Faculty will need to attach a separate Course Completion Form on the following pages using the attachment link.

Important to faculty applicants only.
If you click Close Application without saving, you will lose your information.

Don't Forget To Save!!

Click here to add work experience.
Apply Now

Complete Application

You are applying for:

- Mathematics

Remove

Add Another Job to Application

Education and Employment History  General Information  Referral Information  Resume  Attachments

Part I Work Authorization Information
Are you authorized to work and remain in the United States?

- Yes
- No

Part II Driver’s License Information

Driver’s License #: ____________________________ State: ________ Currently Valid?

- Yes
- No

Part III Maricopa Information

Have you ever been employed by MCCCD?

- Yes
- No

Position Held: ____________________________ Location: ____________________________ Start Date: ___________ End Date: ___________

Position Held: ____________________________ Location: ____________________________ Start Date: ___________ End Date: ___________

Position Held: ____________________________ Location: ____________________________ Start Date: ___________ End Date: ___________

Are you related to an MCCCD Employee?

- Yes
- No

If Yes, name: ____________________________ Relationship: ____________________________ Location: ____________________________

Example mm/dd/yyyy

Example mm/dd/yyyy

Example mm/dd/yyyy

Example mm/dd/yyyy
As you can see, your resume/vitae was attached at the beginning of the process. If not already done on previous screen you can also attach a Faculty Course Completion Form (CCF) here just click on Add Attachment.

Click here to review your resume/cover letter.
Referral Information

Please tell us where you originally heard about the job.

Click here to save your application before submitting it.

Close application after you save if you want to review your application before submitting it.

Click here to submit your application. Once you submit, you cannot edit/change your application. Human Resources will not accept any new materials even if submitted before the closing.
It is important to review your application. Once you have submitted your application, you cannot make additions, corrections, or add new materials to your application nor will Maricopa Community Colleges accept any new materials even if your application is received before closing date.

- You cannot change the application after you submit it. The only information you can change is the Profile Information, i.e., Name, address, etc....

- If you are applying for a faculty opening, did you attach the Faculty Course Completion Form or Religious Studies Completion Form?

- If applicable, did you attach your Resume/Cover Letter?

- Click Cancel to go back to the Career Tools to review your application.

- Click O.K. to continue submission.
Submit Online Application

Self Identification Details

Maricopa Community Colleges is an Equal Opportunity/Affirmative Action Employer and complies with all applicable federal and state regulations. We are required to solicit the information indicated below. This information is kept for statistical materials and will be treated in high confidential manner. Your responses are voluntary and your cooperation in providing this information is appreciated. Please complete the following information and then click the 'Submit' button.

Gender: 

Ethnic Group: 

I decline to provide my self identification details.

Terms and Agreements

By submitting my application on-line, I hereby authorize Maricopa Community College District to investigate my background, references, employment record and other matters related to my suitability for employment. This may include a criminal background check and a check on my driving record. I also authorize my former employers or any third party to disclose to MCCCD all reports and other information related to my suitability for employment, personal or otherwise, without giving me prior notice of such disclosure.

I hereby release MCCCD, former employers, and all references from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand that employment into a driving position is dependent upon a safe driving record.

I understand that employment into a short term or temporary position may be terminated without cause at any time.

I understand that falsification or omission of facts is sufficient cause for dismissal if an applicant is hired, regardless of the date of discovery.

My submission of this on-line application asserts that all information given in this application is true, and acknowledges my understanding and agreement with all material and conditions as stated.

Submit

Cancel

Return to Previous Page
Questions/Problems

Please direct any questions about current job openings or using the online application to:

Strategic Staffing, 480-731-8465
(Monday- Friday, 8am – 5pm)

For application technical problems contact:

Rod Justice, 480-731-8452
(Monday-Friday, 8am – 5pm)
Preparing for Your Interview
Be Familiar with MCC

• Visit the college
  – How many campuses do we have?
  – Where are they located?
• Walk around and get familiar with the surroundings
• Take a look at the MCC website
  – How many years has our college been servicing students?
  – Check out the department related to the posting

View the schedule of classes in your discipline
Preparing for the Interview

• Interview Components
  – Committee Interview
  – Microteach
Preparing for the Interview

- Put the Pieces Together Before You Leave for the Interview
  - Review the Job Posting
  - Bring along your Vitae
  - Practice your Microteach
  - Bring a pencil/pen and paper to take notes
The Day of the Interview

- Dress in appropriate interview clothes
- Arrive early
- It’s OK to bring water to the interview if you like
- One last walk around the campus
- Relax!
At the Interview

- Introductions
- The Interview Questions
- Asking Questions
- Time to Teach!
The Microteach
President Interview

• Interviews may consist of 2 to 3 finalists

• May take up to two weeks to schedule after the search committee interviews

• Interviews will include the Vice President of Academic Affairs, the President of MCC and the search committee chair.

• After the interviews have been completed and the selection has been made the MCC HR office will process all paperwork and make the official job offer.
MCC EMPLOYEE SERVICES

- Background Checks
- Job Offer
- Governing Board Approval
- If not selected for the position
### Status of Search

This page displays the status for the current job postings.

#### Application Status

<table>
<thead>
<tr>
<th>Job Posting</th>
<th>Posting Title</th>
<th>Location</th>
<th>Closing Date</th>
<th>Status</th>
<th>Interview Date</th>
<th>Interview Type</th>
<th>Comments</th>
<th>Selected Candidate Contacted</th>
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<td>Scottsdale Community College</td>
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</table>
MCC Employee Services Contacts

• Linda Canez, Mgr College Empl Svcs
  480-461-7317
• Felicia Price, College Senior HR Analyst
  480-461-7063
• Nita Pittman-Ludington, College HR Analyst
  480-461-7158
• Eddie Tellez, College HR Analyst
  480-461-7798
• HR Website:
  http://www.maricopa.edu/employees/divisions/hr