

General Employment Information for Adjunct Faculty

Tentative Assignment Letters

After the initial teaching assignment at the College, all Adjunct Faculty will receive their tentative assignment letter via the college's email system. This tentative assignment will serve as the semester contract letter unless the assignment changes prior to the start of the semester. In the event of a change, a new assignment/contract letter will be issued through the college's email system.

Adjunct Faculty are expected to print, sign and return the assignment/contract letter in person or via the regular US mail. You may also save the assignment/contract letter sent to you by email on your computer, put your name on the signature line and return it by email to Barbara Anderson in Human Resources andersonb@middlesex.mass.edu. Barbara is responsible for coordinating the Adjunct Faculty employment and teaching assignment/contract process. Failure to return or acknowledge receipt of the assignment/contract letter could jeopardize future teaching assignments.

You Should Read the Collective Bargaining Contract

Adjunct Faculty should review the Massachusetts Community College Council (MCCC), DCE Agreement, collective bargaining agreement for relevant information covering their position at www.mccc-union.org/dcecontract.htm.

You Have an Obligation to Pay Dues or Fees to the MCCC

All Adjunct Faculty are required to pay either Union Dues or Agency Service Fee as a condition of employment in accordance with Chapter 150E of Massachusetts General Laws and the Agreement between the Massachusetts Community Colleges and the Massachusetts Community College Council. The failure to pay Union Dues or Agency Service Fee will be grounds for dismissal and ineligibility for future teaching assignments in the Massachusetts Community College system. Adjunct Faculty should sign up to pay their Union Dues or Agency Fee and research information via the Massachusetts Community College Council (MCCC) website at www.mccc-union.org/DCE/STORE. For your information, the MCCC Local Chapter President at Middlesex is Professor Rick Doud at 978-656-8326. There is also a link to Union Dues/Agency Service Fee information as part of your assignment/contract letter each semester.

All Official Communication is Through the College Email System

Adjunct Faculty should be aware that the official means of communication for all documents related to their employment at the college is through the college's email system and only that email system. You are responsible for accessing, reading and responding to your college email for matters related to your employment at the college.

The Human Resources Office (Barbara Anderson can be reached at 781-280-3532 or andersonb@middlesex.mass.edu) and the Information Technology Helpdesk (978-656-3301 or helpdesk@middlesex.mass.edu) will be glad to make sure that you have access to that email system.

The College Must Have Certain Documentation on File

Adjunct Faculty are required to submit the following documents before beginning work:

1. I-9 Form (attached)

An I-9 Form is attached and must be fully completed and verified before you can begin teaching. Please carefully review the instructions that are included on the form. You are to partially complete the form and either someone from your Division or someone in the Human Resources Office must complete part of the form. It also requires that you provide one or more documents (depending on the types of documents) that demonstrate that you can work in the United States.

2. W-4 Form (attached)

A W-4 Form is attached and should be completed and returned to Human Resources Office. By law, if you do not submit a W-4 Form, you will be established as "Single with no deductions" for tax purposes in the payroll system.

3. Transcript of all college work

A form that you can use to send to schools that you have attended to request a transcript is attached for your convenience. It is your responsibility to secure your transcripts and submit them to the Human Resources Office for inclusion in your personnel file.

4. Resume and College Employment Application

Please provide a copy of your resume and please fully complete the College Employment Application (attached). Both documents are required and should be sent to the Human Resources Office.