



**Cochise College  
District Board Policy**

**Category: Associate Faculty  
Policy Number: 666  
Title: Associate Faculty**

Associate faculty members provide a valuable service towards the college providing accessible educational services through a broader variety of class times and offerings.

**Procedure: 666.1  
Definition**

Faculty members hired on a temporary, semester or term basis who do not occupy a benefited position. Associate faculty members are classified as exempt employees under the Fair Labor Standards Act.

**Procedure: 666.2  
Parameters**

Qualified associate faculty may be hired to teach fewer than 10 equated units per semester at the current associate pay rate approved in the budget process. Per semester loads are calculated across the district, including courses taught in person at any location and online. Exceptions to the maximum semester load must be approved by the executive dean of academics.

**Procedure: 666.3  
Multiple Assignments**

All part-time assignments are considered when assessing maximum loads. This includes assigned credit courses, part-time tutoring, or other part-time assignments. Exceeding an equivalent of 19.5 hours of work for more than 20 weeks shall result in the part-time employee being enrolled in the Arizona State Retirement System. Part-time assignments exceeding an equivalent of 29 hours per week at any time may result in the part-time employee being subject to board approval for insurance benefits.

Associate faculty members may be eligible to work in multiple appointments contingent upon approval of the executive dean of academics and vice president for human resources.

**Procedure: 666.4  
Benefits Eligibility Calculations**

For Arizona State Retirement System benefits each equated unit is considered two hours of work time.

For Affordable Care Act calculations each equated unit is considered 2.25 hours of work time.



**Procedure: 666.5  
Full-time Exceptions**

As per federal law, employees in full-time non-exempt positions cannot hold another position with the same employer which is classified as exempt. Therefore, full-time non-exempt college employees are not eligible to serve as associate faculty. Full-time employees of the college in exempt positions may serve as associate faculty with approval of their full-time supervisor.

**Procedure 666.6  
Associate Faculty Absence from Duty**

Associate faculty who are unable to report to work for reasons other than sick leave (Policy 633) may have their pay pro-rated in accordance with the number of hours missed.

**Procedure 666.7  
Associate Faculty Substitute Teaching for an Associate Faculty/Full-time Faculty**

Associate faculty who substitute teach for a full-time faculty or associate faculty may be paid a pro-rated amount based on the number of hours taught. The teaching substitution shall be approved in advance by the academic dean.