

POLICY

Ocean County College and the Board of Trustees recognize the value that current Administrators and returning retired employees can provide to students and the College in Part Time Teacher and CPE/WPE Instructor assignments.

Part Time Teacher Definition:

A Part-Time Teacher is defined as a non- instructional, exempt college Administrator or a returning retired employee who has been approved by the Board of Trustees to teach credit sections.

Credit Teaching Assignments

The Dean of the School for which the Part-Time Teacher is being considered and the Vice President of Academic Affairs, or designee, will review qualifications and determine the courses the Part Time Teacher is qualified to teach in accordance with Policy #3111B. The Part-Time Teacher's supervisor and Area Vice President must review and approve in advance of assignments and the start of the semester in accordance with the attached procedure. The course load for Teachers will not exceed eight (8) credits in each of the fall and spring semesters or any combination of summer sessions. If Quick Term teaching assignment(s) are accepted they shall be considered as being part of the Fall or Spring semesters.

CPE/WPE Instructors Definition:

A CPE/WPE Instructor is defined as a non-instructional, exempt College Administrator or a returning former employee or retiree who has been approved by the Board of Trustees to teach non-credit courses.

Non-credit Teaching Assignments

The Area Vice President or designee will review the qualifications and determine the non-credit course(s) the CPE/WPE Instructor is qualified to teach in accordance with Policy #3111D and posted position requirements. The CPE/WPE Instructor's supervisor and Area Vice President must carefully review proposed course schedules to ensure a reasonable workload in light of an employee's primary position responsibilities and other paid or unpaid assignments prior to a formal assignment. Non-credit courses will be assigned by the Department once proper approval is received.

Limitations:

Part Time Teachers and CPE/WPE Instructors may not accept any teaching assignments that infringe upon or overlap their regular work schedules and duties. Regular work schedules will not be changed to allow for the acceptance of otherwise conflicting teaching assignments.

Employees must meet all position requirements and be in good standing to be considered for a Part -Time Teacher or CPE/WPE Instructor role and/or assignments made within the role. Good standing is defined as not being in any stage of a formal progressive discipline or performance improvement process.

Part Time Teacher and CPE/WPE Instructor assignments are made solely at the discretion of the College and there is no guarantee of the number or continuance of assignment(s) regardless of past assignments.

Joint Credit and Non-credit Teaching Assignments

Employees wishing to accept both credit and non-credit assignments must have their tentative schedules reviewed and approved by their supervisors and Area Vice Presidents prior to any formal assignments being made.

Compensation:

Compensation for both credit and non-credit assignments is established in the non-affiliated Administrator Handbook.

In instances where the specifics of this policy are at variance with the terms and conditions of a collective bargaining agreement, the terms and conditions of such relevant agreement shall take precedence.

ADOPTED: February 26, 2007

Revised: May 4, 2015

Revised: May 20, 2021

PROCEDURE

The following approval process is for full-time or part-time permanent non-academic employees to teach face-to-face or e-Learning credit or non-credit courses:

- An employee who has never taught before must apply on-line for an open Adjunct position.
- The Dean ensures that the hire is in compliance with Policy #3111 and determines the course(s) the individual is qualified to teach. If the employee has the credentials to teach multiple courses, the hiring Dean should document the courses. If an employee is qualified to teach in other disciplines, his/her qualifications must be reviewed by the Dean of that area before being scheduled to teach in that discipline.
- Human Resources will record the courses/disciplines in the employee's personnel file.
- The hire is processed through the PeopleAdmin system, using the standard approval process. This is a general approval to teach, not an approval to teach any particular course or section.
- Human Resources will place the hire on the next Board of Trustee agenda for approval.
- After Board approval, the employee may be scheduled to teach. The employee's supervisor and Vice President must approve the teaching assignment each semester. The approval for any teaching assignment should only be made if the employee is in good standing with regard to his/her primary position within the College.

The approval process for a specific teaching assignment is as follows:

- The Course Assignment Approval Form (Attachment A) must be completed by the Teacher requesting the assignment. The Teacher must sign the form and obtain the signatures of his or her supervisor's and Vice President's signatures. The Teacher is responsible for returning the signed/approved form to the assigning Dean.
- Failure to provide a signed form to the assigning Dean in a timely manner will result in the reassignment of the course(s).
- The supervisor and/or Vice President have the right to reject the assignment based on the employee's workload and work performance in his/her primary position.
- After each semester starts, Human Resources will supply the Deans and Vice Presidents with reports detailing teaching assignments.

ADOPTED: May 4, 2015

Revised: July 27, 2015

PROCEDURE

ATTACHMENT A

Course Assignment Approval Form



(For non-academic personnel offered teaching assignments, and full-time faculty and full-time college lecturers offered overload courses outside of their home school)

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This form must be signed and returned in a timely manner for all non-academic personnel who are offered course assignments as additional duties, and for full-time faculty and full-time lecturers who are offered overload outside of their home school (this form is not necessary for overload assigned to the faculty member or lecturer by the Home Dean). Failure to provide a signed form to the Assigning Dean will result in the reassignment of the course(s).

Non-academic personnel, full-time faculty, and full-time lecturers must obtain the required signatures and return the form to the Assigning Dean.

Required Information

Employee/Course Assignment Information (completed and signed by Assigning Dean and signed by Non-Academic Employee/Faculty/Lecturer)	Required Approval (Completed by Supervisor/Home Dean & Area VP)
Course Title _____	Date ____/____/_____ _____
Course No./Section _____	<i>Non-Academic Supervisor/Home Dean Name</i> _____
Semester/Credits _____	<i>Non-Academic Supervisor/Home Dean Signature</i> _____
Type of Course F2F ____ DL ____ OSOL ____ _____	<i>Vice President of Academic Affairs Signature</i> _____
Day & Time (if face-to-face) _____	<i>Vice President (of Non-Academic Employee) Signature</i> _____
<i>Non-Academic/Faculty/Lecturer Name</i> _____	
<i>Non-Academic/Faculty/Lecturer Signature</i> _____	
<i>Assigning Dean Name</i> _____	
<i>Assigning Dean Signature</i> _____	

Ocean County College, Toms River, NJ

PERSONNEL
NON-ACADEMIC
Compensation for Extra Work for
Teaching Assignments – Administrator
and Re-employed Retirees #3331

ADOPTED: May 4, 2015

Revised: July 27, 2015