

Ocean County College, Toms River, NJ

PERSONNEL  
ACADEMIC  
Overload Compensation in  
Different School /Discipline #3135

POLICY

Full-time faculty and full-time lecturers may request to teach e-Learning or face-to-face courses on an overload basis in a different school. Requests will be processed in accordance with the attached procedures.

ADOPTED: May 4, 2015

PROCEDURE

Full-time faculty and full-time lecturers may request to teach e-Learning or face-to-face courses on an overload basis in a different school, as follows:

- The employee notifies the Dean of e-Learning or Dean of another school in writing that s/he is interested in teaching overload and provides a current resume highlighting credentials for the different school/new discipline. The e-Learning or School Dean ensures that the hire is in compliance with Policy #3111 and that the faculty member or the college lecturer is qualified to teach the requested course(s).
- The Course Assignment Approval Form (Attachment A) must be completed by the employee requesting the assignment. The employee must sign the form and obtain the signatures of his or her full-time school Dean (Home Dean) and of the Vice President of Academic Affairs. The employee 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 course(s).
- The employee's Home Dean must approve overload teaching outside of the school each semester. It is the Home Dean's responsibility to ensure that the assignment does not interfere with the employee's full-time responsibilities.
- The Home Dean and the area Vice President have the right to reject the assignment based on the employee's workload and primary position work performance.
- After each semester starts, Human Resources will supply the Deans and Vice Presidents with a report detailing teaching assignments.

Lecturers are responsible for ensuring compliance with the Lecturer Handbook, which prohibits teaching during regular work hours and limits teaching for extra pay to a maximum of two courses or no more than eight (8) credits per spring and fall semesters and two courses or no more than eight (8) credits for the entire summer.

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: 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)

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

<b>Employee/Course Assignment Information</b> (completed and signed by Assigning Dean and signed by Employee/Faculty/Lecturer)	<b>Required Approval</b> (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>	