



Rowan College of South Jersey

Administrative Procedure: 7412

PROFESSIONAL STAFF TEACHING ASSIGNMENTS

When considering assignment of a full-time employee to teach a course, the appropriate academic dean will, prior to officially offering the adjunct teaching assignment to the employee, forward a proposed teaching schedule for that employee to both the employee's immediate supervisor and the vice president of the division in which the employee's full-time position resides for approval.

The primary responsibility of the employee considered for these teaching assignments will continue to be the employee's full-time position, however, consideration will be given to the needs of students. If at any time, as a result of the employee's adjunct teaching assignment, there is a negative impact on the employee's full-time position or an undue strain that results in scheduling difficulties for the full-time employee's supervisor, the situation may be remedied in a subsequent semester by an alternate schedule or by rescinding the opportunity to teach.

Decisions to assign full-time employees to teach as an adjunct faculty member will be made on a case-by-case basis. The appropriate vice president will approve the employee's proposed teaching schedule up to a maximum of eight (8) credits per semester. In cases that are questioned or where the classes assigned exceed the maximum, the final decision on teaching assignments and schedule changes rests with the College President.

Courses taught by full-time professional staff members will be those offered before, during lunch, or after the staff member's scheduled workday. Staff members accepting these position are required to conduct instructor office hours before, during lunch, or after the staff member's scheduled workday as well. A staff member whose full-time position requires evening hours, but who wishes to teach at night, may be limited to teaching only one evening course during a regular semester. A full-time professional staff member who is approved to teach during the staff member's regularly scheduled workday is required to obtain approval from both the immediate supervisor and divisional vice president to work an adjusted schedule.

Area: Human Resources

Approved: 09/17/24

President's Authorization: _____

A handwritten signature in black ink, which appears to read "Julie Keating", is written over a horizontal line.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7412 Professional Staff Teaching Assignments; 7305 Teaching Qualifications*

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