

**Bergen Community College**  
**Board of Trustees**  
**Section: HR**

**Policy #** HR: 005-001: 2018

**Effective Date:**

**Responsible Official:**  
Executive Director of  
Continuing Education and  
Workforce Development

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**Hiring and Compensation of Non-Credit Instructional and Non-Instructional Part-Time, Temporary Personnel**

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**Reason for Policy:** To clearly state the hiring and compensation of non-credit instructional and non-instructional part-time, temporary personnel.

**Policy Statement:**

**Entities Affected by this Policy:**

- I Hiring of Non-Credit Instructional and Non-Instructional Part-Time, Temporary Personnel
  - A. The Division of Continuing Education, Corporate & Public Sector Training shall seek out and recruit well-qualified instructional personnel; subject-matter specialists, technical specialists, panelists and other learning facilitators who can provide quality learning experiences for those who attend all courses, programs, seminars and workshops.
  - B. Instructional personnel shall be hired on a part-time, temporary basis, and continuation of employment is contingent upon satisfactory performance and programmatic needs.
  - C. Non-instructional personnel shall be hired to develop and coordinate non-credit programming or to provide assistance to the Computer Training Center and Summer Camp programs. Candidates are selected based on education, expertise and relevant experience. Non-instructional personnel shall be hired on a part-time, temporary basis, and continuation of employment is contingent upon satisfactory performance and programmatic needs.
- II. Compensation of Non-Credit Instructional and Non-Instructional Part-Time, Temporary Personnel.
  - A. **Instructors**

Continuing Education Instructor refers to all individuals hired by the College to teach for the Division of Continuing Education, Corporate & Public Sector Training (CE/CPST).

The salary range for Division of Continuing Education, Corporate & Public Sector Training instructors as of January 1, 2007 is as follows:

1. For those who teach standard open enrollment non-credit courses the range is \$25.00 - \$80.00 per hour. Starting salary is determined by degree attainment and industry recognition.
2. For those who teach Customized Training and/or Corporate Training courses through the Institute for Business Innovation and Entrepreneurship, the range is \$25.00 - \$80.00 per hour as per market demand.
3. For those who teach non-credit and graduate credit coursework in the Alternate Route Teacher Certification Program (New Pathways to Teaching in New Jersey), offered through a statewide partnership with New Jersey City University, remuneration is determined for each contract year.

An Instructor may be considered for an hourly salary increase after the completion of two semesters of teaching in which the instructor has shown satisfactory performance and the merit increase is supported by the growth and development of the program. This service does not need to be consecutive semesters.

A written recommendation for a merit increase by the instructor's immediate supervisor must be submitted to the appropriate Dean or Director for review and approval before an increase can be considered. All program expenses, including instructor salary, must be covered by program revenues.

#### **B. Panelists, Speakers and Academic Evaluators**

Individuals who are hired to speak or make a presentation on a one-time or other infrequent basis may be paid by honoraria. Contracts are issued on a per assignment basis. Where possible, the rates established in Section A above will also be used for this category. Remuneration in excess of Section A, must be approved by the appropriate Dean and the Academic Vice President.

The College policy entitled "*Hiring Instructions for Consultants, Speakers and/or Academic Evaluators, (D:DB)*" Will be followed for payment of honoraria. Payments that are more than \$500.00 require approval of the Dean of Continuing Education, Corporate & Public Sector Training, the Academic Vice President and President.

#### **C. Consultants**

The Division of Continuing Education, Corporate & Public Sector Training will adhere to the College policy *D: DB* regarding hiring of consultants. Contracts are issued on a per assignment basis.

#### **D. Program Coordinators**

Personnel hired on a part-time basis to develop, coordinate and implement non-credit programs and courses will be paid according to the following salary schedule:  
\$15.00 - \$40 per hour as of January 1, 2007

Non-credit programs and courses are defined as certificate programs, program series leading to certification/re-certification, or clusters of related educational experiences of current interest including continuing education for Nursing.

Contracts are issued on a per assignment basis and will identify the program area(s) to be developed and managed. Continuance of employment is contingent upon satisfactory performance, programmatic needs and the revenue generating ability of the program(s). All programs must be self-supporting.

Compensation in excess of the above rates must be approved by the appropriate Dean or Director and the Academic Vice President.

A Coordinator may be considered for a salary increase after the completion of one year of service in which the Coordinator has shown satisfactory performance and the merit increase is supported by the growth and development of the program(s).

A written recommendation for an increment must be submitted by the Coordinator's immediate supervisor to the appropriate Dean for review and approval by the Dean and the Academic Vice President.

#### **E. Assistants**

Personnel hired as Assistants to provide services for the Computer Training Center and youth summer camp programs will be paid according to the following salary schedule:  
\$10 - \$25 per hour.

Contracts are issued on a per assignment basis. Continuance of employment is contingent upon satisfactory performance, and the revenue generating ability of the Computer Training Center and youth summer camp programs. Both must be self-supporting.

Compensation in excess of the above rates must be approved by the appropriate Dean and the Academic Vice President.

Assistants may be considered for an hourly increase after the completion of two years of service in which the Assistant has shown satisfactory performance and the merit increase is supported by the growth and development of the program(s).

A written recommendation for an increment must be submitted by the Assistant's immediate supervisor to the appropriate Dean or Director for review and approval by the Dean or Director and the Academic Vice President.

## **Procedures:**

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## Related Documents/Policies:

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### Policy History:

Section: B: BE: BEA (formerly)

Adopted:

Resolution:

Amended:

Updated: 5.9.18