

FT/ 3/4 TIME Faculty Interest
2024-2025
Office of Academic Affairs

Interest email: Action: Confirmation **XXX TERM**

Hello **NAME,**

For **the XXXX** term, the details of the courses you are scheduled to teach are below.

Credits	Course	Title	Day	Time	Room	Instructor	Mode

Please “**reply all**” with the word “**Confirmed**”. **If you have questions on this teaching assignment, please contact me ASAP.**

Reminder:

- Confirmation of teaching assignment does not preclude changes in the class schedule due to circumstances such as class cancellation or the addition of new classes.
- Course assignments prior to or during any term may be reassigned from part-time faculty to full-time or three-quarter-time faculty in order to satisfy full-time or three-quarter-time faculty instructional workload requirements.
- Room assignments will be made prior to publication of the schedule. Note that requests for changes to room assignments may be considered on a case-by-case basis.
- **Check the published schedule of classes for your room assignments. You will not receive additional communication about room assignments, unless there are changes.**

Reminder email bcc to all who have not responded 2 days before due date:

You have not responded to the email about teaching for this term. Here is a reminder that the due date for acceptances is on **DATE**. If you have challenges or concerns about your schedule, please contact your supervisor.

When accepted

New email:

As we prepare for **XXXX TERM**, we are sharing information on course materials, important dates and course change information.

Course Materials order form

- **Read the instructions below and complete form at the bottom**
 - This is required for **each** of your classes, **even if your class does not require a textbook or uses alternate materials or software.**
 - No required textbook? Check the No box for “Is there a textbook or software required for your class?”.
 - Alternative materials? Fill in the Special Instructions box under “What other materials will students be required to purchase for this class, if any?”
- **Submit a course materials** order form for each of your class(es), located here:

<https://forms.office.com/r/0YS54ankQB> (please send in on or before **00/00/0000**)

Important Dates

- Term dates: **XXXXXX**
- Schedule/Course Materials posted date: **XXXXXX**
- Registration start date: **XXXXXX**

Course change/cancellation

- Monitor the schedule of classes for any changes to room assignments.
- Confirmation of teaching assignment does not preclude changes in the class schedule due to circumstances such as class cancellation or adding an additional section of a “full course”.

Course cancellation may occur at any time but no later than 3 days before the start of term.

- The College considers multiple factors when making this decision, including but not limited to:
 - **Student need**- does a student need this specific class to graduate or is there an alternative course that will meet the degree requirement?
 - **Under enrollment** – continuous evaluation of the registered students for degree requirement needs and alternative course availability
 - **Student course load and financial aid** - late course cancellations have a negative impact on course load and/or financial aid

Additional sections added

- After checking with assigned faculty, an additional section maybe added when enrollment warrants
- Course assignments prior to or during any term may be reassigned from part-time faculty to full-time or three-quarter-time faculty in order to satisfy full-time or three-quarter-time faculty instructional workload requirements.

Thank you and let your supervisor know if you have any questions.

PT Faculty Term Assignment & Pay Details – 2024-2025

Office of Human Resource

OREGON COAST
COMMUNITY COLLEGE

Office of Human Resources

400 SE College Drive

Newport Oregon 97366

Term Year Assignment & Pay Details

Date: Month Day, Year

To: First Name Last Name

This document was emailed to firstname.lastname@oregoncoast.edu**Assignment Details**

Position Title: PT Faculty-XXX

Supervisor: Supervisor Name - Title

Course #	Title	Credits/Clock hours
XXX 000	XXXXXXXX	0/00

Assignment Information:

Assignments may change if funding is reduced or insufficient; and/or course assignments are cancelled or changed for other reasons as determined by the College.

Pay Details

Pay Date	Amount	Totals	<u>Rate Information</u> Step: 00
May. 5, 2025	\$0,000.00	Total Combo Clock Hours: 0.0 Credits: 0	Combo Pay Rate: \$000
Jun. 5, 2025	\$0,000.00	Pay is determined by taking combo clock hours divided by 11 (weeks in term), multiplied by the combo rate.	
Jul. 3, 2025	\$0,000.00	Total Lecture Credit Hours: 0.0 Clock Hours: 0	Lecture Pay Rate: \$000
		Pay is determined by taking Lecture Credit Hours multiplied by lecture rate.	
Total Pay:	\$0,000.00	Clock/Credit hours based on CCOG (Course Content & Outcome Guides)	

Term Details

Term	Term Start Date	Term End Date	* Part time faculty assignments are term by term.
Term Year*	Month, Day Year	Month Day, Year	
Term Campus Closure Dates:	XXX XXX		

Part-Time Faculty are paid at a set rate of \$25 per hour for any:

- In-service
- Required meetings

These hours should be logged in your Paylocity time sheet.

Any questions on any of this information feel free to contact me, Joy Gutknecht, Director HR at (541)867-8515.

**PT Faculty Confirmation of Teaching Assignment
2024-2025
Office of Academic Affairs**

Interest email: Action: Interest to teach **TERM YEAR**

Hello **NAME**,

For **TERM YEAR**, we would like to know if you would be interested in teaching the course(s), as scheduled, listed below

Credits	Course	Title	Day	Time	Instructor	Mode

Let us know by **00/00/0000** if :

- Yes, I will accept this teaching assignment and will “**reply all**” to this email to confirm, with the word “**Confirmed**”
- No thank you, I will be declining this teaching assignment and will “**reply all**” to “**Decline**”

If you do not respond by **00/00/0000**, it will be the same as declining the offer to provide instruction.

Reminder:

- Confirmation of teaching assignment does not preclude changes in the class schedule due to circumstances such as class cancellation or the addition of new classes.
- Course assignments prior to or during any term may be reassigned from part-time faculty to full-time or three-quarter-time faculty in order to satisfy full-time or three-quarter-time faculty instructional workload requirements.
- Note that requests for changes to room assignments may be considered on a case-by-case basis.
- **Check the published schedule of classes for your room assignments. You will not receive additional communication about room assignments, unless there are changes. The Schedule of Classes is posted on the college’s website.**
- **TERM will be an 00 week term!** Remember this when copying over your Canvas shell and preparing your syllabus. **TERM YEAR** will begin on **Month Date Year!**

Reminder email bcc to all who have not responded 2 days before due date:

You have not responded to the email about teaching summer term, here is a reminder that the due date for acceptance of teaching courses **for XX term is xxxx**. Without acceptance by the due date, the course(s) will be offered to another faculty member.

If accept...

New email:

We are delighted to have you providing instruction for Oregon Coast Community College in XX TERM.

Below is information on course materials, important dates and course change information

Course Materials order form

- **Read the instructions below and complete form at the bottom**
 - This is required for **each** of your classes, **even if your class does not require a textbook or uses alternate materials or software.**
 - No required textbook? Check the No box for “Is there a textbook or software required for your class?”.
 - Alternative materials? Fill in the Special Instructions box under “What other materials will students be required to purchase for this class, if any?”
- **Submit a course materials** order form for each of your class(es), located here:
<https://forms.office.com/r/PytKHBwvfy>

Important Dates

- Term dates: XXX - XXX
- Schedule/Course Materials posted date: XXXXX
- Registration start date: XXXXXX

Course change/cancellation

- Monitor the schedule of classes for any changes to room assignments.
- Confirmation of teaching assignment does not preclude changes in the class schedule due to circumstances such as class cancellation or adding an additional section of a “full course”.

Course cancellation may occur at any time but no later than 3 days before the start of term.

The College considers multiple factors when making this decision, including but not limited to:

- **Student need**- does a student need this specific class to graduate or is there an alternative course that will meet the degree requirement?
- **Under enrollment** – continuous evaluation of the registered students for degree requirement needs and alternative course availability
- **Student course load and financial aid** - late course cancellations have a negative impact on course load and/or financial aid

Confirmation of teaching assignment does not preclude changes in the class schedule due to circumstances such as class cancellation or adding an additional section of a “full course”.

Course assignments prior to or during any term may be reassigned from part-time faculty to full-time or three-quarter-time faculty in order to satisfy full-time or three-quarter-time faculty instructional workload requirements.

Adding Sections

- After checking with assigned faculty, an additional section may be added when enrollment warrants

Thank you and let me know if you have any questions.

If decline or no answer

Thank you for letting us know, either directly or through no response, that you will not be interested in providing instruction for XXX term at Oregon Coast Community College.

As part of the process of ending employment with the College, the following will occur at the end of the current term

- Removed from canvas
- Email access removed
- Keys returned
- Office vacated