

December 3, 2021

Dear Kimberly A. Schultz,

I am pleased to confirm your appointment to the adjunct faculty of The College of New Jersey for the Spring term. For newly hired adjunct faculty and those returning after a break in service of more than one (1) year, this appointment is contingent upon the successful completion of a background investigation. This appointment may be or become subject to the terms of an agreement between the State of New Jersey and the Council of New Jersey State College Locals, AFT, AFL-CIO, State Colleges/Universities Adjunct Unit. As you were informed, this appointment is contingent on the successful completion of a background investigation.

This is a part-time non-tenure-track term appointment for the courses listed below:

Appointment Detail

Title:Adjunct Instructor - Political Science Spring 2022

Department: Political Science

Effective Date: January 15, 2022

End Date: May 23, 2022

Rate: 1,865.00

Faculty Weighted Hours: 3.0

Total Compensation: \$5,595.00

Teaching Assignment:

Course	Title	Day and Time	Room	FWH
POL 322-01	Constitutional Law II	Th, 5:30PM - 8:20PM	SOCI 225	3.0

As an adjunct faculty member, you are required to:

1. Follow the program's required quality improvement system, including providing specified assessment data related to your course(s). These data are very important for continuous improvement of our programs and are required for our accrediting agencies including ABET, NCATE and Middle Commission of Higher Education. Please see the department chair for specific instructions.
2. Follow the program's syllabus or course outline, as applicable
3. Prepare and grade final examination or term project, where applicable, for purposes of evaluating student performance.
4. Submit a grade report for each course taught to the office of Records and registration on the date requested.
5. Administer student evaluation surveys
6. Comply with all applicable policies at the College. (see: <http://www.tcnj.edu/%7Eacademic/policies.html> and [Adjunct Faculty Handbook](#)).

Please note that this appointment is contingent upon adequate funding, adequate levels of enrollment, and potential cancellation of courses due to circumstances related to the COVID-19 public health emergency. The College of New Jersey reserves the right to cancel this appointment for those reasons prior to its start date. The College of New Jersey reserves the right to modify this appointment by cancelling any or all of the above listed courses and reducing compensation accordingly.

Onboarding:

We invite you to view the new adjunct faculty orientation at: [New Adjunct Faculty Virtual Orientation](#)

COVID-19 Vaccination Requirement:

All faculty members are required to be vaccinated against the COVID-19 virus. Employees must submit proof of vaccination by updating your Oracle Cloud account. Directions to complete the process are here: [Vaccination Record Upload Instructions](#). Additional information about the COVID-19 vaccination requirement, exemptions from the requirement, COVID-19 testing, and other COVID-19 related issues can be found at the [COVID-19 Information](#) page of the Human Resources website. **Failure to submit proof of vaccination prior to the Effective Date above will result in cancellation of this appointment.**

Right to Cancel:

Please note that this appointment is contingent upon adequate funding, adequate levels of enrollment, and potential cancellation due to circumstances related to the COVID-19 pandemic. The College of New Jersey reserves the right to cancel this appointment for those reasons prior to its start date.

Training:

The state requires all faculty, including adjunct faculty, to complete EEO and ethics training. The College of New Jersey meets this standard by requiring all adjunct faculty to complete on-line EEO training and certify by their signature (below) that they have read the Ethics Brochure "Ethics Standards in Brief - College and University Adjunct Faculty" (<http://ethics.pages.tcnj.edu/training/>). Employment as an adjunct faculty member is contingent upon completing these requirements.

Benefits:

Please note that any retiree from the State of New Jersey Pension Program is restricted from future retirement plan participation.

My signature certifies that I am not a retiree receiving pension benefits from the ABP Plan, as per the provisions of Chapter 89, PL 2008. I understand that I may contact the New Jersey Division of Pension and Benefits at (609) 777-0887 (ABP retirees) or (609) 292-0887 (PERS or TPAF retirees) to discuss eligibility for hire without future participation in any State of New Jersey Pension Program.

Offer Acceptance Procedures:

Your employment at The College of New Jersey is contingent upon timely receipt of your acceptance by the Office of Human Resources. If you are in agreement with the terms of this letter please indicate your acceptance below.

We are greatly appreciative of the time and energy you invest in our students. Welcome and best wishes for a productive and rewarding semester.

I understand that by signing this contract, I will not be allowed to teach more than two courses, or 6 FWH, for TCNJ during the Spring/Fall semester, except in those cases involving laboratories or other non-lecture courses in which case the load will not exceed 8 FWH in a semester.

Sincerely,

The College of New Jersey