If you are interested in teaching a continuing education course at Coastal Bend College (CBC), your first stop should be at the Continuing Education (CE) office to talk about the course with the CE representative or the CE facilitator at the campus closest to you. Please bring a current résumé and copy of any certificates or licenses that may be required for the job. Your next step should be to go to the Personnel Office located in the Administration Building at the Beeville campus, where you will be given a packet to complete. You will need to provide official transcripts, complete all documents, and sign the INS form and oath. You must be prepared to show forms to satisfy INS requirements. The most common proof is your Social Security card and driver’s license. Instruction of certain courses may call for you to meet the standards of the Texas Higher Education Coordinating Board. You will be issued a contract which will come from the president's office. You must sign and return it to that office. If you are applying to teach in Alice, Kingsville or Pleasanton, you may return it to the respective main office at those sites.

Class Size and Payment Schedules
Class size is the determining factor whether a class makes or not. The enrollment must pay for the cost of instruction. Preferably the smallest class size will be 10. Maximum enrollment depends on the class, the instructor, and available equipment and space. This will be agreed upon in advance of advertising the classes. If the instructor wishes to extend the starting date in an attempt to make the class, the CE Coordinator should be notified immediately. The instructor will only be paid for the time after the class has made. Employment as a CE Instructor is for the time of the class only and as an adjunct CE part-time employee. Continued employment depends on class evaluations and need for the class.

Records
Instructor will be given attendance sheets and grade sheets. The method of grading should be clear and grade books may be issued for longer classes. Final grades on the certificate sheet should be recorded as Pass or Fail. All records should be submitted to the CE office at the Lott Canada Facility at the conclusion of the class.

Supplies and Equipment
The instructor should submit to the CE representative a list of all supplies and equipment that will be required to teach the class. An approximate cost per student should be submitted prior to advertising the class so that this can be included in the fee schedule. The CE administrative assistant will process the requisition. Purchase of any reimbursable supplies used during the class should always be pre-approved. Receipts for these supplies should be turned in at the conclusion of the class.

Textbooks
A requisition for textbooks must be made at least one month in advance of the first day of class. The name, author, ISBN, publisher, and edition of the text should be submitted to the CE Assistant for books to be ordered.

Registering a Class
The CE facilitator, reps, administrative assistant, or clerks will be responsible for registering most classes. Occasionally the instructor may be asked to register a class and will be provided with all necessary papers and instructions.
**Instructional Support**
Instructional support in the form of typing, copying, and providing necessary instructional equipment will be provided by the appropriate office. If the instructor requires film, video tapes, CDs or DVDs, the CE Assistant should be contacted well in advance of the date of use for ordering materials.

**Pay Procedures**
An instructor must sign a contract information sheet at the beginning of the class. The instructor's name, the class name and number, and total hours taught should be indicated. This form is submitted to the CE Assistant or site directors. Subsequently, signed forms will be submitted to the president and board of trustees for approval. All checks will be issued on the 25th of the month or the nearest workday to the 25th of the month following completion of the class. Lengthy classes will be paid in equal amounts each month over the length of the class. Any question about your pay should first be brought to the attention of the Continuing Education administrative assistant or the site director on the campus where you taught.

**Pay Rate**
The CBC board approved the following rate of pay for continuing education courses to begin in January 2010. For classes with enough students to pay the instructor (from tuition) up to 14 students, the instructor will be paid $20 an hour. For classes with 15 or more students, the instructor will be paid $32 an hour. A class that does not make, that is, does not have enough students to pay the instructor at least $20, should be cancelled, unless the instructor agrees to extend the enrollment period a few more weeks or teach the class for the tuition collected minus 20%. In no case should the cumulative tuition from all students be less than the instructor is paid.

**Concluding a Course**
At the conclusion of the course, the instructor should submit the attendance roster, grade form with grades (P for Pass and F for Fail). Make sure that the evaluation forms are also completed by students and turned in at this time.

**Evaluation of Instruction**
Near the conclusion of each class, an evaluation of instruction form should be given to each student for completion in black ink. Official evaluation forms will be given to the instructor at the beginning of each course with all criteria clearly defined. These should be returned to the CE office with other materials. After the Institutional Research Office reviews the evaluations, a copy of the results will be sent to the instructor. The instructor will be asked to respond in writing to the evaluations and provide a plan of improvement, should it be required.

**Continuing Education "Mirror Courses"**
Those interested in enrolling for college courses through the “mirror” program should contact the Continuing Education office by calling (361) 354-2633. Students can take the college course, but are not required to take entrance tests nor provide transcripts. No out-of-district fees are charged; however, enrollees must complete an enrollment form and pay the continuing education tuition rate for the number of hours of the college course and/or labs and the course fee as stated in the catalog. Upon successful completion, the student will receive a certificate with the appropriate number of continuing education units (CEUs). A CE transcript of the course is also available upon request. Courses taken as continuing education may be converted to credit courses when formal application for conversion is made to the head academic officer and the student successfully completes the competency exam in the subject area and pays a $25 fee.

**College Disclaimer:** Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age or disability.
Guidelines for CE Instructors

CBC CUSTOMIZED AND CONTINUING EDUCATION DIRECTORY

President of CBC
Dr. Beatriz Espinoza 361-354-2200

Continuing Education Director
Lillian Garza 361-354-2331

Continuing Education Administrative Assistant
Mary Perez 361-354-2633

Continuing Education Registrar
Anna Tillman 361-354-2203

CE & Customized Training Facilitator
Nora Cartwright 361-354-2330

Alice Campus Director
Dr. Patricia Candia 361-664-2981 ext. 3030

CE Rep/Admin Clerk Alice
Debbie Cadena 361-664-2981 x. 3039

Kingsville Campus Director
Felipe Leal 361-592-1615, ext. 4076

Customized Training Rep/Dual Credit Kingsville
Deborah Branstetter 361-592-1615, ext. 4040

Pleasanton Campus Coordinator
Terry Villanueva 830-569-4222 ext. 1202

CE Clerk/Nursing Secretary Pleasanton
Vacant 830-569-4222 ext. 1232

CAMPUS ADDRESSES AND PHONE NUMBERS

Coastal Bend College - Beeville Campus 3800 Charco Road Beeville, Texas 78102
361-354-2331  Toll Free 1-866-722-2838, Beeville Campus extension 2633.

Coastal Bend College - Alice Campus 704 Coyote Trail, Alice Texas 78332

Coastal Bend College - Kingsville Campus 1814 S. Brahma Blvd. Kingsville, Texas 78363

Coastal Bend College - Pleasanton Campus 1411 Bensdale Road, Pleasanton, Texas 78064
830-569-4222  Toll Free 1-866-361-4222.

Guidelines for CE Instructors  Revised December 2012
I, ______________________________________, applicant for Continuing Education part-time adjunct instructor of __________________________ have received and read the CE Newsletter that contains employment information.

Signed _____________________________________________

Date _____________________________________________