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Approved by IET: 1/13/2020, 8/4/22

Approved by President's Cabinet: 1/28/2020, 9/6/22

Reviewed by Board of Governors: 2/19/2020, 9/21/22

EASTERN WEST VIRGINI A COMMUNITY AND TECHNICAL COLLEGE

REGULATION NO. – AR- 5.5

TITLE: WORKFORCE EDUCATION NON-CREDIT INSTRUCTIONAL PERSONNEL

SELECTION PROCESS

EFFECTIVE DATE: JULY 27, 2004; REVISED 7/12/2022

DEFINI TION: This regulation describes the process by which program coordinators and

managers, under the supervision of the Director of Workforce Education

and the Dean of Advancement & Continuing Education, and in cooperation

with the Human Resources Office, recruit, screen, select and assign part-

time Workforce Education non-credit instructional personnel for specific

projects.

PROCESS:

1. Recruitment for Workforce Education non-credit instructional personnel is

and on-going process.

a. On a regular basis Workforce Education will collaborate with Human

Resources to advertise for instructional personnel.

b. Walk in applicants will be directed to Human Resources to drop off

resumes.

c. All initial contact from interested individuals w ill be routed through

Human Resources before being forwarded to the Workforce Education

Department.

2. Potential instructional personnel candidates are identified for a specific

project in two ways:

a. Human Resources maintains a pool of resumes that has been submitted

to the college by interested parties, but has not yet demonstrated

facilitation or instructional ability.

b. Workforce Education Department maintains databases/lists or contacts

of instructional personnel who have taught or demonstrated teaching

ability for Workforce Education or Community Education in the past.

3. The appropriate program manager will review the pool/list and determine

the candidate(s) from either the list or the pool that best meets the

qualifications required to facilitate/instruct the course/class being offered.

a. Qualification requirements will be determined by: 1) course content; 2)

prevailing professional standards within the field of study and/or

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industry; and/or 3) client company demands and compatibility when

applicable.

b. Facilitator availability, scheduling flexibility, location or willingness to

travel may be taken into consideration for any given project.

4. The D irector of Workforce Education or Human Resource Office personnel

will contact the candidate of choice to confirm interest and availability.

5. Any and all instructional personnel selected to teach clas ses/courses

coordinated by the Workforce Education Department but offered for

academic credit must be approved by the Dean of Academic Services using

that department’s selection process.

The Dean of Advancement & Continuing Education, in consultation with the Chief Financial

Officer, is primarily responsible for implementation, interpretation, and review of this regulation.

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Dr. Thomas Striplin, President Date

09/26/2022