

Ocean County College, Toms River, NJ

PERSONNEL
Academic Staff And Faculty
General
Employment of Instructional
Staff for Non-Credit Continuing &
Professional Education Courses #3113

POLICY

To facilitate the effective operation of Ocean County College's Continuing and Professional Education programs, the Dean of Continuing and Professional Education shall be responsible for recommending employment of instructional staff for all non-credit continuing and professional education courses and programs to the Vice President of Economic and Workforce Development for approval by the President.

ADOPTED: January 28, 1974

Revised: April 22, 1996

Revised: August 25, 1998

Revised: February 28, 2000

Revised: November 20, 2000

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PROCEDURE

Where appropriate and possible, the Dean of Continuing and Professional Education shall seek the cooperation of the department Dean in the process of solicitation of full-time and co-adjunct faculty for instructional services for Continuing and Professional Education Programs and Courses. The Dean shall seek appropriate faculty from the community wherever suitable to the needs of the program and/or course under consideration.

The Dean through receipt of biographical information shall screen all potential instructors as to the applicability of their qualifications for the particular need.

ADOPTED: January 28, 1974

Revised: April 30, 1996

Revised: July 14, 1998