

**EASTERN WEST VIRGINIA 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**

**DEFINITION:**       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 will 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

- 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 Director 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 classes/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.



---

Dr. Thomas Striplin, President

09/26/2022

---

Date