

# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>		<b>PROCEDURE 604.1</b>	
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		<b>Last Revision Date:</b>	03-28-2022; 09-06-2018
		<b>Effective Date:</b>	04-09-2013
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<b>Section:</b>	Instructional	<b>Subject:</b>	Continuing Education Instructor Credentials

## PURPOSE

To recruit instructors for non-credit courses who are diverse and collaborative, have practical, personal, and professional experience with the subject area being taught; and, who understand and have demonstrated the ability to engage students in meaningful learning activities. Also, to retain dedicated instructors who assist us in our mission to promote Arizona Western College Continuing Education to the public and to promote the benefits of life- long learning.

## PROCEDURE

1. Definitions
  - 1.1 *Continuing Education Courses* are non-transferable courses that do not generate any college credit.
  - 1.2 *Continuing Education Professional Development Courses* enable a person to broaden their knowledge, to stay current in their field, and to develop new skills that can immediately apply to the workplace; may provide continuing education units (CEUs), awarding of a Certificate of Completion, and will be transcribed in the college's permanent records.  
*Professional Development Courses* may provide continuing education units (CEUs). Upon completion of a course, a Certificate of Completion with course title, dates(s), location, and documented contact hours is distributed. A copy will remain on file per records retention.
  - 1.3 *Continuing Education Enrichment (Life and Leisure) Courses* are non-credit courses offered for personal (life-long learning) enrichment that do not provide CEUs or a Certificates of Completion.
2. Requirements for Continuing Education Instructors
  - 2.1 Associates Degree, or
  - 2.2 Two years of related training/education, or
  - 2.3 A portfolio that consists of a combination of the following supporting documents: (-) examples or illustration of skills, verifiable years of experience at the mastery level, licensure or certification, and a resume. Instructors must also:
    - 2.3.1 Have Knowledge of various effective teaching techniques
    - 2.3.2 Demonstrate effective classroom and individual communication skills
    - 2.3.3 Be able to maintain confidentiality with work-related information and material
    - 2.3.4 Be available to work a schedule that may include evenings and weekends
    - 2.3.5 Be sensitive to student population and be able to follow policies and procedures
    - 2.3.6 Have effective organizational and planning skills
    - 2.3.7 Have demonstrated proficiency with personal computers and standard office software

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2.3.1 Examples or illustration of skills, verifiable years of experience at the mastery level, licensure or certification

## 2.3.2 Resume

2.4 Instructors without a documented history of conducting successful Continuing Education Courses may be required to complete a demonstration of teaching skills or complete additional approved training, to be determined by the Associate Dean and/or the Director for Continuing Education.

## 3. Exceptions

3.1 Special Expertise: An individual with special expertise may be hired to teach a specialized Continuing Education course.

3.2 Renowned Qualifications: An individual who has achieved exceptional status or recognition may be hired to teach appropriate courses in the field of recognition.

3.3 Emerging Fields: The program area is so new that the educational preparation requirements and the occupational experience requirements are not yet clearly defined.

## 4. Hiring

4.1 Hiring of Continuing Education Instructors is initiated and approved by the Associate Dean and/or the Director for Continuing Education.

4.2 Hiring of all Continuing Education Instructors will comply with requirements of the Arizona Western College Human Resources office.