



PROCEDURES

Title	Qualifications for Continuing Studies Instructors
Policy No.	C.3.12
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	
Effective Date	February 25, 2015

1. In keeping with appropriate academic and professional standards of courses and programs, the Program Coordinator in conjunction with the Dean of Continuing Studies will recommend the qualifications for temporary instructional appointments per the related Policy Principles.
2. Each Program Coordinator will review the qualifications for temporary instructional appointments on an annual basis and make necessary recommendations to the Dean of Continuing Studies.
3. The Dean of Continuing Studies will ensure College policies, procedures, principles of administrative justice, and appropriate federal and provincial legislation are adhered to.
4. The Human Resources Department will make the current list of qualifications for temporary instructional appointments available for viewing on the College's website.

RELATED POLICY

Refer to C.3.12 Qualifications for Continuing Studies Instructors Policy.