

Procedure Administrator: Provost Authority: N.J.S.A. 18A: 64-11 Effective Date: September 9, 1977; September 30, 2009; November 23, 2010 Index Cross-References: Procedure File Number: 3350 Approved By: Dr. Herman J. Saatkamp, Jr., President

I. PURPOSE:

To describe administrative procedures for the development and conduct of the Continuing Studies Division of the School of Graduate and Continuing Studies.

- II. Scope of Responsibilities. The Continuing Studies Division of the School of Graduate and Continuing Studies is responsible for addressing the needs of professionals and other lifelong learners through the development of a variety of educational programs. In addition to non-credit and credit-bearing courses and certificate programs, Continuing Studies' products include workshops, seminars, conferences, trips, consulting services, and applied research. The target audience includes professionals seeking CE credits or other professional advancement-focused education; corporate, nonprofit, and municipal clients, and lifelong learners.

Programming is offered on and off campus, via face-to-face instruction, and/or hybrid and internet-based distance education.

Administration. Continuing Studies' operation, under the direction of its director(s), includes the tasks of program development; faculty recruitment and hiring; program evaluation; registration; advertising; recordkeeping; budget monitoring of the program; grant application and administration; and financial arrangements for course costs as they are related to instructional salaries, course expenses, and administrative support costs.

Faculty for non-credit courses. Contracting with Stockton faculty, adjunct faculty, or staff members to teach or otherwise participate in a non-credit Continuing Studies program for compensation is made by the Continuing Studies director responsible for the program. Compensation for teaching or participation by a Stockton faculty, adjunct faculty, or staff member in a non-credit Continuing Studies activity shall not be counted toward the teaching overload limitation.

Faculty for credit-bearing courses. Continuing Studies credit-bearing courses and certificate offerings are typically developed in collaboration with one of Stockton's academic Schools or may be the product of the School of Graduate and Continuing Studies. Contracting with Stockton faculty, adjunct faculty, or staff members to teach or otherwise participate in a credit-bearing Continuing Studies program for compensation is made by the appropriate Dean(s) (or designee) of the School(s) responsible for the course or program in consultation with the Dean of the School of Graduate and Continuing Studies. Compensation for teaching or

C. Identification and Contracting of Personnel.

1. All program instructors or consultants are hired primarily on the basis of the appropriateness of their qualifications to the program in question and secondarily on the basis of their teaching experience and aptitude for dealing with the target client group.
2. In the case of Stockton faculty and staff members, the faculty/staff member's immediate supervisor is copied on all communication regarding continuing studies course offerings.
3. Contracts for non-Stockton employees are prepared by the Executive Director from standard templates approved by in-house courses.

D. Marketing and Advertising.

1. Continuing Studies sequences may be marketed in a variety of means including, but not limited to direct-mail, brochures, newspaper or web-based advertising.

E. Registration.

1. Registration for all noncredit continuing studies programs may be handled by mail, telephone, on the web, or in person.
2. The following registration procedures is used:
 - a. Pre-registration is encouraged in all advertising and advance payment is generally required
 - b. Based on pre-registration figures, classes with anticipated low enrollments are subject to cancellation and registered students are notified in the most efficient manner. In the case of over-enrollment, additional sections of a course may be created.
 - c. All pre-registered students receive class and additional information, as appropriate.
 - d. Completed class lists are generated and instructors are given a roster.

F. Continuing Education Units.

1. Documentation of Continuing Education Units are provided for successful completion of Continuing Studies courses that are approved for CE's / CEU's.
2. Records are maintained of students' completion of courses by the Division of Continuing Studies. Records are maintained for 7 years from the course completion date.

