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PURPOSE

The purpose of this procedure is to outline responsibilities of the Continuing Education (CE) faculty.

PROCEDURE

Continuing Education faculty:

1. Teach public and custom-designed courses on campus and on-site for clients who contract for in-house delivery.
2. Consult with appropriate Program Manager to agree on class content, schedule, and compensation. Once the schedule is agreed upon and published, gain advance approval from the Vice President for Academic Affairs for any necessary changes to class meeting times, location, and/or dates.

3. Complete and return to a CE administrative staff person all appropriate Personnel paperwork with supporting documentation:
   a. Personnel paperwork must be verified as correct and complete by the Administrative Support staff person prior to contracting and instruction.
   b. Changes to personal information must be reported to the Personnel Office in a timely manner.
   c. Personnel Time Sheets must be completed and returned to CE Administrative staff person no later than two work days prior to their required submission date.

4. Sign contract/Letter of Agreement prior to class start date.

5. Develop Courses:
   a. Develop course curriculum or obtain approved existing curriculum from appropriate Program Manager.
   b. Develop course outline with student objectives and submit to appropriate Program Manager for approval prior to class start date.
   c. Determine audio/visual, reproduction, and other classroom needs; request assistance prior to course start date.

6. Maintain class records:
   a. Obtain class roster from CE Administrative staff person and verify first meeting date; report discrepancies to staff person. For a contracted class without an initial roster, collect names and social security numbers at first meeting and deliver to staff person who will then supply an official attendance/grade roster.
   b. Maintain course attendance and record on official CE attendance/grade roster.
   c. Evaluate student performance as Satisfactory, Unsatisfactory or Withdrawal and record on class attendance/grade roster.
d. A student receiving a withdrawal will not be entitled to a refund of tuition or fees.

e. Obtain course evaluations from CE Administrative staff person; distribute and collect at last session.

f. Ensure that Course Completion Certificates are available:
   (1) Two working days prior to final meeting, supply CE administrative staff person with names of those who should receive certificates for certificate preparation.
   (2) Obtain and distribute CE course completion certificates at final session.

g. Return course rosters with attendance and completion information and completed evaluations to CE administrative staff person within three working days of course completion.

h. Return Department materials or equipment to CE administrative staff person within three working days of course completion.