COLLEGE OF
Engineering, Architecture
&Technology

Engineering Extension Personnel	Policies and Procedures CEAT-EE-002 Effective Date: 11/21/25

Scope

1.01 This procedure outlines the requirement for qualified personnel to be involved in the design, development, delivery, evaluation and administration of continuing education and training (CE/T) programs within the Center for Local Government and Technology (CLGT) and Professional Development (PD) units within CEAT Engineering Extension (EE).

Definitions

2.01 Continuing Education and Training (CE/T): CE/T are structured educational and training experiences (learning events) for personal and/or professional development in which learners are assumed to have previously attained a basic level of education, training or experience. *Source: IACET Key Terms*

2.02 Instructor: An instructor is any individual who is involved in the facilitation or delivery of information that results in an increase in learner knowledge and/or skills. *Source: IACET Key Terms*

Procedure

3.01 The CLGT and PD units will employ or contract with personnel to facilitate the design, development, delivery, evaluation, and administration of CE/T programs who are experts in the subject matter of the program, have experience in or knowledge of adult learning principles and methods, or have other competencies related to assigned tasks.

3.02 The CLGT and PD units will maintain documentation of the qualifications and experience of personnel. The documentation may be a resume, bio, or curriculum vitae (CV).

3.03 CLGT and PD personnel are required to maintain subject matter expertise related to their role through continuing professional development.

3.04 The Directors of CLGT and PD must be able to manage and administer major training/technical assistance programs, including demonstrated proficiency in budgeting, staffing, reporting, curriculum development, and instructional design.

3.05 Instructors of CLGT and PD CE/T programs must have direct experience in the program subject matter. Experience may include relevant academic work or industry association work. Experience must be sufficient to demonstrate a working knowledge of the industry and to yield quality course delivery. Instructors must demonstrate and maintain knowledge in the subject area of teaching adult learners. Examples include, but are not limited to: adult learning techniques, needs assessments, curriculum development, classroom technology, hands-on techniques, and handling difficult situations.

3.06 The Directors of CLGT and PD will conduct annual performance evaluations of program personnel.

Noncompliance

4.01 Failure to comply with the procedure may result in corrective action. Suspected or confirmed instances of non-compliance should be reported to the CEAT Associate Dean for Engineering Extension.

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