

FILLING CONTINUING EDUCATION & OUTREACH VACANCIES

OEO appreciates the inherent complexities involved in the division of Continuing Education and Outreach in fulfilling its mission of offering noncredit programs, off-campus credit courses, contract programs, consultation and action research, by its own initiative and/or in response to a request(s). This significantly large range of different activities produces various situations when there is inadequate “lead time” to utilize the normal process to fill a vacancy and often academic expertise needed is very specific. Therefore, one of several processes shall be utilized to fill part-vacancies within this division.

Full-Time to 75% FTE Vacancies

In situations where there is a “lead time” of at least four months, the normal department hiring process shall be utilized.

Hiring Unit/Search Committee/OEO/Appointment utilizes the Filling Full-Time Academic Vacancies process.

Part-Time Vacancies

Utilizes Filling Part-time Academic Vacancies (see page 5).