

CONTRACTUAL EDUCATION

AR 3130

Contractual Education Programs shall be administered by the Office of Instruction through the appropriate division. Courses in these programs must follow the normal curriculum committee regulations.

Faculty in all credit and non-credit Contractual Education Programs shall be selected, hired, compensated, and evaluated according to the same approved Cabrillo College policies and procedures and exclusive faculty bargaining unit contract provisions as those for instructors teaching non-contractual credit courses.

Faculty teaching not-for-credit Contractual Education Programs shall be compensated in the same manner as faculty in the regular instructional program if the class meets the same standard as a class in the credit curriculum. Faculty teaching not-for-credit Contractual Education Programs shall be evaluated according to procedures specified in the contract between the college and the public or private entity.

The income generated by the Contractual Education Program shall be an amount equal to, but not less than, the actual costs, including administrative cost.

Each agreement for a Contractual Education Program shall be generated by the Office of Instruction, approved by the Governing Board, and signed by the Vice President, Business Services. The Instruction Office program technician shall generate the appropriate schedule change form, and distribute with it copies of the approved agreement to the Business Office and Admissions and Records Office. Admissions and Records personnel shall confer with faculty teaching the Contractual Education Program regarding in-class registration of students. The faculty shall return the completed registration materials to the Admissions and Records Office personnel who will officially register the students and give registration receipts to the Business Office. The Business Office shall bill the public or private entity at the completion of the course.