

II-24  
**CONTINUING EDUCATOR**  
(Revised 4/19)

**I. Definition**

This series is used for those appointees in Professional and Continuing Education who, as professional educators represent the University in serving the public through planning, coordinating and implementing continuing education programs, classes, conferences, short courses, discussion groups, lectures and media programs. See APM 340 for System Wide policy on Continuing Educators

**II. Levels**

Appointments may be made at level I, II or III.

**III. Appointment Criteria**

- A. A candidate for appointment to a position in this series is expected to have the appropriate academic and educational background. Normally the candidate will have received the highest level terminal professional degree in the programmatic area. However, a person with a Bachelor's degree with exceptional experience in one or more professional fields relevant to services may also be appropriate to this series.

Appointees shall be judged in the context of performance in the areas of:

1. Academic planning and curriculum development.
2. Program administration/management/marketing
3. Human resource management and development
4. Professional competence
5. University and public service.

- B. The appropriate level will be determined by taking into consideration such factors as program scope, program complexity and interface with UC faculty and/or industry sectors. APM 340-10c. provides guidelines for determining appropriate level. In general, the levels are differentiated as follows:

1. Continuing Educator I:

Appointees will have responsibility for programs that are relatively simple in their organization and that may be administered with a small support staff, or where local University or community activities have a limited breadth or a narrow focus. The appointee will typically receive general supervision.

2. Continuing Educator II:

Appointees will have responsibility for programs of moderate complexity. Duties may include the independent planning and coordination of a program or programs with a moderately-sized support staff or, in a smaller unit, duties that encompass multi-program development.

3. Continuing Educator III:

Appointees will have extensive independent academic or administrative responsibility, including primary responsibility for the administration, management, and coordination of large complex programs. Appointment at this level requires demonstrated superior professional ability and attainment, evidence of professional achievement and outstanding accomplishment in job-related activities. Appointees will normally report to the Dean of Professional and Continuing Education.

- C. Appointment and reappointment requests should be processed using the checklist at Red Binder II-25.

#### **IV. Term of appointment**

- A. Appointments will normally be made for one year at a time but may be made for up to three years. A performance evaluation must take place prior to each reappointment.
- B. No further notice of non-reappointment is necessary for appointments at less than 50% or for appointment of less than eight consecutive years in the same title or series.

Notice of non-reappointment must be given if the employee has served at 50% or more for eight or more consecutive years in the same title or series (APM 137-30). Written Notice of Intent not to reappoint must be given at least 60 days prior to the appointment's specified end date. The notice must state (1) the intended non-reappointment and the proposed effective date; (2) the basis for non-reappointment; and (3) the employee's right to respond within 14 days and the name of the person to whom they should respond. Within 30 days of the Notice of Intent, and after review of any response, the University will issue a written Notice of Action to the employee. Pay in lieu of notice may be given.

#### **V. Advancement**

Movement between levels will require significant changes in the scope and complexity of the program being administered.

Merit within the level is not automatic but rather is based on individual qualifications and meritorious performance. A merit review will be conducted at least once every three years. Earlier advancement is possible when supported by the record of performance.

Evaluation of the performance should be based on the criteria listed below, as they apply to the specific position. See APM 340, Appendix A for further detail of the various criteria:

1. Academic Planning and Curriculum Development
2. Program Administration/Management/Marketing
3. Human Resource Management and Development
4. Professional Competence and Growth
5. University and Public Service

Merit requests should be prepared using the checklist on Red Binder II-25.

When processing appointments or promotions it is not appropriate in this series to solicit comments from outside evaluators as is the practice with Ladder Faculty, Researchers or Specialists. Rather, opinions from individuals at other institutions where the nominee has been employed and/or from other qualified persons having first-hand knowledge of the nominee's attainments should be included. Opinions from faculty members or other similarly qualified professionals are important in the case of proposed appointments to Rank III or above.

When soliciting extramural letters for appointment or promotion, the procedures found in Red Binder I-46, Extramural Evaluators, should be followed with wording modified as appropriate for this series.

Along with copies of any publications a representative sampling of Professional and Continuing Education programs developed by the candidate between the prior and current review should be included with a case for advancement. This sampling should include information on attendance, representative evaluations by students (if available), and a statement written by the Dean evaluating the programs.

#### **VII. Approval Authority**

Action

Authority

All actions

AVC for Academic Personnel