

CONNECTICUT STATE COMMUNITY COLLEGE OFFICE OF PRESIDENT JOHN MADUKO New Britain, CT 06051	TOPIC:
	Hiring Procedure
	SUB-TOPIC:
	Non-Credit Lecturers
	DATE:
	May 3, 2023

ADVISORY: GUIDANCE LETTER NO. 1

TO: CT STATE COMMUNITY COLLEGE CHIEF EXECUTIVE OFFICERS/PRESIDENTS AND HIRING MANAGERS

FROM: Ann Harrison
Chief of Staff

SUBJECT: Review and Approval of Contracts to Hire Non-Credit Lecturer (NCL)

Purpose:

To campus CEO/Presidents, Workforce Development Officers, and Workforce Development Directors with procedures to determine NCL hiring only occurs when a fiscal review has determined that the course the NCL will be hired to teach does not operate at a deficit.

Action Requested: Those seeking to execute a NCL contract will follow these steps:

- Campus WDCE directors will submit a Cost Benefit Analysis (CBA) using a common template for each course to their respective workforce development officer.
- Each CBA must document a breakeven enrollment in order for the NCL contract to move forward.
- On a weekly basis due each Wednesday by 12 PM, the appropriate workforce development officer(s) will submit completed campus course CBA templates to CT State Finance for review and verification at least one week before the start of the class. This will be accompanied by the course roster, any contracts that back up the CBA, and a copy of instructor information submitted to HR.
- Finance will send the approval of the NCL contract to HR for execution upon review and confirmation that there is a minimum breakeven of revenue verses cost based on enrollment for the course. The Chief Workforce Officer will be copied.
- HR will send a copy of the executed contract to the campus director within two days after receiving the approval from Finance.

- HR will implement NCL onboarding- process attached.
- Background checks will be needed one week upon fiscal approval not less than 5 business days.

Summary and Background:

This process will continue with courses scheduled in the coming weeks including for those contracts that are already executed and those for the summer session. Further guidance will be issued for courses starting the fall term. An exemption process will be developed under the direction of CT State and campus leadership.

References:

- a. Cost Benefit Analysis Template (1 Attachment, 3 Tabs)

To Be Developed:

1. NCL on-boarding process developed by HRSS
2. Exemption Process – Guidance Pending
 - a. Fall Term Guidance expected to be issued by July 1, 2023

Inquiries: Please direct inquiries to Dr. Tom Coley, Executive Vice President of Strategic Partnerships and Enterprise Performance.