



Instructor Recruitment and Performance Evaluation Policy

Career City College

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Name of Institution

Institution Number

Instructor Recruitment and Performance Evaluation Policy

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Career City College Instructor Recruitment and Performance Evaluation Policy

1. Introduction This policy defines the standards for the recruitment and performance evaluation of instructors at Career City College, aligning with the Private Training Institutions Branch (PTIB) guidelines. The policy aims to uphold high educational standards and professionalism, ensuring a supportive and effective learning environment across diverse academic programs.

2. Instructor Recruitment

2.1 Eligibility Requirements

- A certificate, diploma or post-secondary degree relevant to the subject matter and two years of full-time work experience in a career occupation relevant to the subject matter of the course
• If the instructor does not meet the above eligibility requirement than 10 years of full-time work experience in a career occupation relevant to the subject matter of the course also qualifies eligibility.

2.2 Recruitment Process

- Pre-Screening: Senior Education Administrator (SEA) reviews resumes to verify qualifications and relevant experience.
• Interview Rounds:
o First Round: Conducted by SEA to assess general fit, teaching philosophy, and motivation.



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- **Second Round:** Technical interview with the SEA and Campus Director to evaluate teaching methodologies and technical knowledge.
- **Leadership Review:** The final candidate selection is reviewed in a Leadership Meeting with the CEO, Campus Director, and Senior Education Administrator (SEA).

**3. Program Blocks and Instructor Requirements** Each instructor is assigned to specific industry blocks based on their expertise:

- **Microsoft Block:** Requires experience in IT or administrative roles with extensive use of Microsoft Office. Certifications like Microsoft Certified Educator are preferred.
- **Accounting Block:** Requires a certificate, diploma or post-secondary degree in accounting and two years of full-time work experience in a career occupation relevant to the subject matter of the course. Also, requires substantial practical experience (more than three years) in accounting or bookkeeping. Experience with QuickBooks and Sage is essential. If the instructor does not meet the above eligibility requirement than 10 years of full-time work experience in also qualifies eligibility.
- **Human Resources Block:** A certificate, diploma or post-secondary degree relevant to business or human resources studies and two years of full-time work experience in business. If the instructor does not meet the above eligibility requirement than 10 years of full-time work experience in business/human.
- **Digital Marketing Block:** Requires substantial real-world experience in digital marketing strategies. A certificate, diploma or post-secondary degree in Digital Marketing and two years of full-time work experience in a career occupation relevant to the subject matter of the course. If the instructor does not meet the above eligibility requirement than 10 years of full-time work experience in digital marketing also qualifies eligibility.
- **Business Management Block:** Requires substantial business operations or strategy experience. A certificate, diploma or post-secondary degree in business and two years of full-time work experience in a career occupation relevant to the subject matter of the course. If the instructor does not meet the above eligibility requirement than 10 years of full-time work experience in a career occupation relevant to business also qualifies eligibility.
- **Hospitality Management Block:** Requires managerial experience in the hospitality industry. A certificate, diploma or post-secondary degree relevant to Hospitality Management and two years of full-time work experience in a career occupation relevant to the subject matter of the course. If the instructor does not meet the above eligibility requirement than 10 years of full-time work experience in a career occupation relevant to Hospitality Management also qualifies eligibility.



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- **Medical Office Assistant Block:** Requires experience in medical office settings and knowledge of medical billing systems. A certificate, diploma or post-secondary degree relevant to the medical office or the medical field and two years of full-time work experience in medical office. If the instructor does not meet the above eligibility requirement than 10 years of full-time work experience in medical office.
- **Supply Chain Management Block:** Requires experience in procurement and international trained not mandatory. A certificate, diploma or post-secondary degree relevant to business or supply chain and two years of full-time work experience in supply chain. If the instructor does not meet the above eligibility requirement than 10 years of full-time work experience in supply chain

### 4. Work Hours and Instructor Responsibilities

- Instructors are required to be available from 8:00 AM to 4:30 PM on weekdays, if student load is lower than instructors may have option to work part-time or flexible hours. They are responsible for ensuring students have access to all required materials and for managing attendance through the LMS.

### 5. Performance Evaluation

- **Evaluation Methods:** Includes monitoring random session recordings, live audits, student feedback, self-evaluations, and an annual review by the SEA.
- **Monitoring Tools:** DeskTime App is used to monitor online activities, and instructors must regularly update the college portal with student attendance and participation metrics.

### 6. Professional Development

- Instructors are encouraged to participate in at least two professional development activities annually to enhance their teaching skills and stay updated with industry trends.

### 7. Compliance and Accountability

- **PIPEDA Declaration:** Every instructor must sign a Personal Information Protection and Electronic Documents Act (PIPEDA) declaration upon hiring, acknowledging their understanding and commitment to maintaining the confidentiality and privacy of student records. Instructors agree not to make any student information public without the written consent of the student.
- Strict adherence to this policy is mandatory. Non-compliance may lead to disciplinary actions, including termination.

### 8. Amendments

- This policy is subject to periodic review and may be amended to adapt to new educational standards, regulatory requirements, or strategic goals of Career City College.



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### Booking Appointments and Conducting One-on-One Sessions for Distance Asynchronous Programs at Career City College

**1. Introduction** For students enrolled in distance asynchronous programs at Career City College, maintaining a direct line of communication with instructors is essential for academic success. The college facilitates this interaction through a structured appointment booking and session management system that allows students to engage with instructors on a one-to-one basis.

#### 2. Booking Appointments

- **Appointment Booking System:** Career City College utilizes a dedicated online booking system integrated into the College Management System (CMS). This system allows students to view available time slots and book appointments with instructors based on their availability.
- **Accessing the Booking System:** Students can access the booking system directly from their instructor's appointment calendar link. Each instructor's calendar will be visible with highlighted available slots.
- **Scheduling an Appointment:** To book an appointment, students select a preferred time slot and submit a booking request. They are encouraged to include a brief description of the topics or questions they wish to discuss, allowing instructors to prepare accordingly.
- **Confirmation and Reminders:** Once an appointment is approved by the instructor, both the student and the instructor receive a confirmation email with the date and time. Automated reminders are also sent before the scheduled session to prevent missed appointments.

#### 3. Conducting One-on-One Sessions

- **Platform for Sessions:** One-on-one sessions are conducted using secure video conferencing tools like Zoom. These platforms support video calls, screen sharing, and real-time chat, making them ideal for interactive sessions.
- **Joining the Session:** Students receive a link to join the virtual meeting room in their confirmation email. At the scheduled time, both the student and the instructor join the session using this link.
- **Session Etiquette:** Students are advised to join the session on time and prepared with specific questions or topics. This maximizes the effectiveness of the limited time and ensures that sessions are focused and productive.
- **Recording Sessions:** With prior consent from the student, sessions can be recorded for later review. This is particularly beneficial for complex discussions that the student may want to revisit for better understanding.

#### 4. Rescheduling and Cancellation



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- **Flexible Rescheduling:** Students can reschedule appointments through the booking system up to 24 hours before the scheduled time. This flexibility helps accommodate unforeseen changes in students' availability.
- **Cancellation Policy:** If a student needs to cancel an appointment, they are required to do so at least 24 hours in advance. This courtesy allows instructors to make adjustments to their schedules and offer the slot to other students.
- **Instructor Initiated Changes:** Occasionally, instructors may need to reschedule or cancel appointments due to professional commitments or emergencies. In such cases, students are promptly notified, and alternative arrangements are made to accommodate the student at the earliest convenience.

### 5. Feedback and Continuous Improvement

- **Post-Session Feedback:** After each session, students are encouraged to provide feedback through a quick survey accessible via the LMS. This feedback is crucial for assessing the effectiveness of the sessions and the performance of the instructors.
- **Continuous Monitoring:** The administration regularly reviews the appointment system's usage patterns and feedback to enhance the functionality and user experience, ensuring it meets the evolving needs of students and faculty.

**Conclusion** The structured system for booking appointments and conducting one-on-one sessions ensures that students in distance asynchronous programs at Career City College have the necessary academic support. This system not only facilitates effective communication between students and instructors but also plays a crucial role in the overall educational journey of students, helping them achieve their learning objectives effectively.