

**Governance Document**  
**School of Continuing Education**  
**Fairfield University**

Approved by the Committee on Continuing Education on November 25, 1986  
Approved by the Board of Trustees on March 6, 1987

## **Overview**

The School serves as the lifelong education arm of the University. Its purpose is both to make existing University resources and programs available to adult learners, and to provide adults with additional degree and non-degree learning opportunities which are consistent with the University mission and within its resource capabilities. It pursues its purpose through collaborative efforts with the other schools of the University, and with public and private organizations.

The traditional schools of the University are formed around one or more disciplines. The School of Continuing Education is non-traditional in that it is formed around the learning and developmental needs of a particular clientele – adult learners. Its structure is a more holistic one than that of the traditional schools in that it incorporates adult career and educational services, as well as academics. It is also non-traditional in that it does not have a full-time faculty of its own.

In order for the School of Continuing Education to carry out its part of the University mission, lifelong education must be perceived as a customary University activity and as part of the responsibility of every faculty member. The Dean and professional staff must inform faculty and administrators of educational needs and opportunities, and together they must determine objectives which coincide with the School's role and the University's mission.

The authority for the operation of the School and the responsibility for the maintenance of creditable program standards are vested in the Dean who reports to the academic vice president. The planning, implementation and evaluation of the programs and services offered by the School to meet the needs of adult part-time students are often delegated by the Dean to an assistant/associate dean and a professional staff of continuing education administrators and counselors. The Committee on Continuing Education, a standing committee of the General Faculty, advises the School on academic policies and procedures.

## **I. Faculty**

### **1. Regular and Adjunct Faculty**

The School of Continuing Education relies on full-time faculty from the other schools of the University and professionals from outside the institution which it employs part-time to deliver its educational programs. In order to provide the flexibility in staffing required for programs aimed at the ever changing life-long learning needs of a diverse adult population, faculty are employed on a term by term basis. The School has the responsibility of providing means by which these faculty may acquire the knowledge and understanding of adult development and learning needed to be effective teachers of adults.

### **2. Selection and Retention of Faculty**

Qualifications of faculty teaching in degree programs are determined by the appropriate departments or schools of the University. The Dean has the authority to select among qualified faculty, and has the responsibility for retention of faculty.

Qualifications of faculty teaching in non-degree programs are determined by the program administrator based on standards provided by professionals in the particular field.

## **II. Curriculum**

Proposals for credit bearing courses are approved by the appropriate curriculum area and/or school committee. Approval of interdisciplinary courses involve all concerned curriculum areas and school committees.

Changes of academic requirements, alterations of curriculum and other academic matters are processed through the normal faculty committees. The Dean takes part in the deliberations of these committees.

Proposals for non-credit courses and changes in non-degree programs are recommended by the program administrator in consultation with professionals in the field and are approved by the Dean.

## **III. Committees**

The School of Continuing Education is represented on University Committees by the Dean, members of its professional staff, full-time faculty from the other schools, its adjunct faculty, its graduates and /or its students. In the case of Standing Committees, membership is in accordance with the Faculty handbook. In the case of Ad Hoc Committees, representation is determined by the membership specified in the formulation of the particular committee.

## **IV. Amendment Procedure**

All amendments to this document must be approved by the Committee on Continuing Education and the Board of Trustees. The former's approval shall be by 2/3 vote of those present and voting at a regularly scheduled meeting of the Committee. Any proposed amendment must be submitted to the Committee members in writing at least 10 days prior to the meeting at which it will be considered.