

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**HIRING PART-TIME CONTINUING EDUCATION AND PROFESSIONAL  
DEVELOPMENT PERSONNEL**

1. Individuals whose salary is paid from a 2100 account must complete an employment application form and related employment forms.
2. Part-time Continuing Education and Professional Development (CEPD) instructors will be issued a Letter of Intent which authorizes salary payment as approved by the appropriate administrator in CEPD.
3. Individuals paid as professional services (independent contractors) are required to submit a complete resume to verify their experience and qualifications. The Vice President and CFO are responsible for executing necessary contracts. Payment will be made in accordance with Procedure 5110.12.

Approved—Administrative Committee  
May 20, 1975  
Revised—Administrative Committee  
May 24, 1977  
September 27, 1977  
January 27, 1981  
Revised—Cabinet  
August 22, 1988  
September 21, 1992  
April 9, 1997  
February 18, 2003  
Retyped—Title Change  
September 20, 2004  
Title Change Only-February 22, 2006  
Revised—Cabinet  
July 16, 2019