

5.014 - Requesting Clerc Center Personnel Involvement in National Work

Scope

This procedure applies to all Clerc Center employees who are asked to be involved in the development or dissemination of information to a national audience.

Procedure

Clerc Center teachers and staff are highly knowledgeable professionals that understand the needs of deaf and hard of hearing students in the K-12 environment. At times, therefore, it will be necessary to engage Clerc Center teachers and staff in collaboration in the development of national products for dissemination to Clerc Center stakeholders. In order to do so, it is critical there is clear communication and agreement between the project manager, the employee, and the employee's supervisor.

1. The project manager and project team identifies Clerc Center personnel based on the nature of the project and on the following criteria:
 - Content area expertise
 - Ability to positively represent the Clerc Center to the public
 - Willingness to learn content or skill needed for the project
 - Experience in the content or project
 - Experience as trainer or exhibitor
2. The project manager provides a list of the recommended personnel to the Director, Products, Training, and Dissemination or to the Director, Research and Evaluation, who will confer with the Executive Director as necessary.
3. The Director will then contact each recommended employee's Senior Leadership Team-level administrator with the request. The administrator determines whether to grant approval for the project manager to contact the employee's immediate supervisor.
4. If approved, the project manager contacts the person's immediate supervisor with details, with a copy to the employee's Senior Leadership Team-level administrator. The project manager and the employee's immediate supervisor discuss time requirements, responsibilities, etc.
5. If the immediate supervisor approves, the project manager contacts the recommended employee to discuss his/her participation. The project manager, the employee's immediate supervisor, and the employee will then meet to discuss the request and to determine the feasibility and parameters of the employee's involvement.

6. The project manager will fill out the National Project Support – Clerc Center Employee/Supervisor Agreement form and include all of the details of the agreement. This completed form will be sent to the employee, the employee’s immediate supervisor, and the employee’s Senior Leadership Team-level administrator.

Related Policy, Guidelines, Procedure, and/or Form

Procedure

5.007 - Requesting Presentation, Training, Technical Assistance or Outreach Service

Form

5.014.01 - National Projects Support – Clerc Center Employee/Supervisor Agreement

<i>Refer Questions To:</i>	<i>Director of Training, Products and Dissemination</i>
<i>Refer Questions To:</i>	<i>Senior Leadership Team</i>
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