

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
REGULATION NO. – AR- 4.1**

TITLE: TUTORING SELECTION AND COMPENSATION

DEFINITION: This regulation describes the process by which students and professional educators/content experts are selected for employment as tutors. It also outlines the compensation levels awarded to tutors representing each of these groups.

EFFECTIVE DATE: APRIL 22, 2005

Tutoring Selection Process and Compensation Levels for Students:

1. Current or former college students and early entrance/dual enrolled students may apply to become a peer tutor. To be eligible for a peer tutor position, current or former college students must meet the following qualifications:
 - a. Must have completed at least 9 credit hours of college-level coursework, with at least one course being in the discipline that he/she wishes to tutor.
 - b. Must possess an “A” average in the subject he/she wishes to tutor.
 - c. Must possess an overall college grade point average of at least 3.0 on a 4.0 scale.To be eligible for a Peer Tutor position, early entrance/dual enrolled students must meet the following minimum qualifications:
 - a. Must possess an “A” average in the subject he/she wishes to tutor.
 - b. Must be recommended by a teacher, counselor, or administrator.
2. In the event that a current or former college student who applies for a peer tutor position does not meet the minimum qualifications, but is highly recommended by an Eastern Instructor in the discipline he/she wishes to tutor, their eligibility for the position will be determined by the Counselor and Dean of Learner Support Services.
3. Individuals interested in becoming a peer tutor must submit a completed Tutor Application, and academic transcript (may be unofficial) of all college coursework, and two Recommendation Forms, with at least one being from an Instructor. Applications will be reviewed on an ongoing basis. Finalists will be selected for an interview. If no vacancies are available, applications will be kept on file for two semesters and will be considered for future openings, based on student needs.
4. If selected as tutors, individuals will be notified by the Counselor via a letter confirming their employment. Tutors will be required to complete the appropriate employment processes as required by the Human Resources/Payroll Office. Copies of all paperwork will be retained in the Counselors office.
5. Peer Tutors will be expected to attend a pre-hire training session at the beginning of each semester they will be working. There is no compensation for participation in this training.

6. Peer Tutors will be evaluated by the students they have worked with at the end of each semester and will be made aware of this at the beginning of their tutoring assignments.
7. Peer Tutors who earn satisfactory evaluations from both their students and the Counselor will be invited to continue working with students in the next subsequent semester.
8. In the event that a Peer Tutor receives unsatisfactory evaluations from his/her students, the Counselor will meet with the Peer Tutor to discuss the situation. Based on the information collected, the Counselor will determine whether or not the Peer Tutor will be invited to continue working with students the next semester.
9. Peer Tutors earn a starting wage of \$5.15/hour (or current minimum wage level, if different), with the opportunity of increasing their earnings to \$7.50/hour (or 45.6% increase above current minimum wage level) after two semesters of experience and satisfactory performance evaluations. Employment as a tutor is scheduled on a semester basis, with continued employment contingent upon satisfactory performance evaluations, student needs, and institutional personnel policies and budgeting.

Tutoring Selection Process and Compensation Levels for Professional Educators/Content Experts:

1. Professional educators/content experts selected as tutors are defined as those individuals who have a teaching certificate and/or are current educators within the school or college setting or who have significant professional/technical experience in their field. To be eligible for a tutoring position, professional educators/content experts must meet one of the following qualifications:
 - a. Must be recommended by an Eastern College Staff Member.
 - b. Must be recommended by a school principal, guidance counselor, teacher, or other administrative staff person.
 - c. Must be recommended by a college administrator.
2. Generally, professional educators/content experts may be recruited on an as-needed basis to tutor students having difficulties in certain academic areas.
3. Professional educators/content experts must have a completed application on file with the Counselor if tutoring students.
4. Training requirements for professional educators/content experts will be considered on an individual basis and appropriate activities will then be arranged.
5. Professional educators/content experts serving as tutors will be evaluated by the students they have worked with at the end of each semester. Evaluations will be used by the Counselor to determine if he/she will be invited to tutor in subsequent semesters.

6. Professional educators/content experts serving as tutors earn a wage of \$15.00/hour. Employment as a tutor is scheduled on a semester basis, with continued employment contingent upon satisfactory performance evaluations, student needs, and institutional personnel policies and budgeting.

The Dean of Learner Support Services and the Counselor are responsible for implementation, interpretation, and review of this regulation.

LINDA S. DUNN, PRESIDENT

DATE