**OFFICIAL**

OCED Policy and Procedure 3.03 Undergraduate Recruitment

Issued: 6/07 (8 paragraphs)

Review Cycle: July 1, E2Y

Review Date: July 1, 2011

Reviewer: Program Chair, Occupational Education

**PURPOSE**

1. The purpose of this policy and procedure is to provide faculty with an outline of their responsibilities concerning the recruitment of undergraduate students in order to produce a pool of high quality potential graduate students, thereby helping the university achieve its goal of expanding the graduate school.

**POLICIES**

1. The program chair will initiate efforts to secure funding for use in advertising the Occupational Education Program through various media.
2. The faculty members will be proactive in identifying methodology to make the university more visible within their area.
3. The program chair will ensure that admissions personnel are given sufficient information regarding the program in order to give proper representation and maintain a competitive recruitment edge.
4. The faculty, with the program chair’s support, will make the necessary connections to explore prospective sources by contacting various human resource departments, local military installations, and other entities in order to provide information.
5. Faculty advisors will make responsible efforts to accommodate students and work with their schedules. Faculty advisors will attempt to maintain contact with the prospective students during the admissions stage.
6. Faculty will provide answers to inquiries or forward them to another entity for answers in a timely fashion.

**CERTIFICATION STATEMENT**

1. This PPS has been approved by the reviewer listed below and represents Texas State’s Occupational Education Program policy and procedure from the date of this document until superceded.

Review Cycle: Review Date:

Reviewer: Date:

Approved: Date:

 Stephen B. Springer, Program Chair

 Occupational Education

Texas State University-San Marcos

Occupational Education Program

Last Updated: May 20, 2009

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