Concurrent Enrollment Program
New Instructor Application Review

Proposed Concurrent Enrollment Course: ________________________________

High School: __________________________________________________________

Applicant Instructor Name: _____________________________________________

Faculty Liaison reviewing application: _________________________________

In order to ensure that CE instructor candidates meet the requirements to teach in the Concurrent Enrollment Program (CEP), Faculty Liaisons should meet one-on-one and in person with each CE instructor candidate. During this meeting, the Faculty Liaison will use this form as a guide to: review all important elements of the course, including departmental expectations, protocol and philosophy; review the applicant’s qualifications for teaching in the CEP program; and confirm that the instructor has the necessary materials to be successful in our program.

This form must be completed and sent to the CEP office before an applicant is fully approved to teach a CE course. Along with the completed form, the Faculty Liaison should also submit a copy of the approved/template CE course syllabus, as well as any sample teaching materials shared with the applicant.

This review process will help ensure that we align our work with the following NACEP Faculty Standards:

**NACEP Faculty Standard 1 (F1):** All concurrent enrollment instructors are approved by the appropriate college/university academic leadership and must meet the minimum qualifications for instructors teaching the course on campus.

**NACEP Faculty Standard 2 (F2):** Faculty liaisons at the college/university provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course.

**NACEP Faculty Standard 4 (F4):** The concurrent enrollment program ensures instructors are informed of and adhere to program policies and procedures.
Concurrent Enrollment Program
New Instructor Application Review

- Candidate's credentials meet or exceed adjunct faculty status to teach this course on-campus.
- Liaison has visited candidate's classroom for a pre-approval visit (where applicable).
  - Date of visit: ___________
- Role of liaison has been explained to candidate.
- Liaison has reviewed with candidate the specific course objectives.
- Liaison has reviewed with candidate any discipline-specific philosophies and/or pedagogy for the course.
- Candidate has received requirements and expectations for the syllabus.
- Liaison has approved the candidate's CE course syllabus and a copy of the syllabus has been sent to the CEP office.
- Liaison has explained textbook considerations/requirements.
- Candidate has been provided the course grading scale and understands the grading standards.
- Liaison has reviewed required assignments and the rigor of the assignments, assuring standards of achievement are the same as expected in on-campus sections.
- Liaison has reviewed required assessments and rigor of the assessments.
- CE instructor agrees to attend professional development opportunities as provided by the CEP.
- CE instructor feels prepared to offer this course as a match for the oncampus sections.

_________________________  __________________________
Faculty Liaison Signature   Date

_________________________  __________________________
CE Instructor Signature     Date

The outcome of this review:
- Instructor is approved as an adjunct faculty
- The course is approved as is - Class will be offered Fall ____ Spring ____ Year-Long
  ______
- The course is approved with the following changes (comments may be added here)
  __________________________________________________________________________
  __________________________________________________________________________

- More documentation is needed (You may request the high school instructor submit additional materials directly to you with a copy to the CEP department)
- Denied - Please attach a detailed explanation for the reason this applicant was denied. A copy will be sent to the applicant.