

# P-018.1 SELECTION OF CONCURRENT ENROLLMENT FACULTY

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The review of instructor credentials for eligibility to teach in the College Now program will include the following four levels of evaluation.

## Full Approval

This means that the candidate meets both minimum qualification requirements for an adjunct faculty member, as well as the department requirements for high school teachers offering concurrent enrollment courses.

1. Minimum qualifications as outlined in SMSU Policy P-018 Faculty Qualifications and in accordance with the IFO Master Agreement.
2. Department requirements will be developed regarding what the department would like to see their candidates have in order to teach their 100/200 level courses through College Now.

No additional follow-up with the application is required with full approval.

## Provisional Approval

This means that the candidate meets the minimum qualification requirements of an adjunct, but they do not meet the department requirements for high school teachers offering concurrent enrollment courses.

Departments will indicate what the candidate needs in order to meet full approval. This will become the progress plan for the candidate.

Candidates will be reviewed yearly to verify progress towards their plan. After five academic years of teaching under a provisional status, their updated application materials will be sent to the department for review.

Upon review,

1. If the candidate has successfully completed the progress plan, they will be moved to full approval.
2. If the candidate still does not meet department qualifications, but they are able to meet if given one additional year, they will remain on provisional status and will be reviewed after one additional year.
3. If the candidate does not meet department qualifications and will not be able to meet them within a year's time, they will be placed on suspension and will no longer be allowed to teach that subject area.

## Denial

This means that the candidate does not meet the minimum qualifications for an adjunct faculty and there is not enough content area knowledge to allow for provisional approval.

Teachers who are denied will not be allowed to teach that discipline within College Now.

## Suspension

If at any point after one year of teaching in the program, a teacher is deemed unable to meet learning outcomes within a course, their approval

or provisional status can be revoked, and that teacher will not be able to teach that course in future semesters.

A suspension will remain in effect until a teacher is able to provide evidence of additional content area expertise. At that time, they will need to complete the New Teacher application process for review. The department may conduct an interview to determine how the original reasons for the suspension have been addressed.

### Related Documents

P-018 Minimum Faculty Qualifications for Course Assignment (<http://catalog.smsu.edu/policies-procedures/p0181/policies-procedures/p018/>)

## Policy History

**Date of Adoption:** October 30, 2024

**Date of Revision:**

### Date and Subject of Amendments

10/30/2024 – New procedure describing the approval of Concurrent Enrollment instructors.