

## Quick Checklist for High School Faculty:

The Higher Learning Commission, Otero Junior College's accrediting agency, requires academic instructors have a master's degree in the discipline they are teaching or a master's degree with 18 hours of graduate credit in the discipline area. Instructors teaching occupational program courses are required to hold a current vocational certificate. All instructors interested in teaching concurrently must submit the following to Instructional Services at OJC:

- \_\_\_\_\_ OJC Employment Application
- \_\_\_\_\_ Credential Review form or Professional Development Plan (PDP)
- \_\_\_\_\_ Official transcript from each institution showing degree(s) awarded
- \_\_\_\_\_ Unofficial transcript each semester if qualification requirements are in progress per PDP)
- \_\_\_\_\_ List of concurrent courses descriptions/syllabus for approval
- \_\_\_\_\_ Written approval from high school principal (email note is acceptable)

The above materials should be mailed or hand-delivered to Instructional Services at OJC. Packets will be forwarded to the chair of the emphasis area for recommendation. After review from the chair, notification is sent to the applicant and the counselor/liaison to notify of approval or denial. Applicants who are denied approval are free to visit with the Dual Enrollment Coordinator or the appropriate chair to further discuss their qualifications.

## Course Syllabus

All high school instructors teaching concurrent credit are **REQUIRED** to submit a course syllabus to Instructional Services **prior** to course start. Complete the following guidelines:

- \_\_\_\_\_ Check Common Course Numbering system ([www.cccs.edu](http://www.cccs.edu)) for course description and competencies of the course(s) you plan to offer **each semester, as they may change**.
- \_\_\_\_\_ Follow the ADA template, which will be emailed to you and is available upon request.
- \_\_\_\_\_ Submit to Instructional Services by April 15<sup>th</sup> for fall semester and November 15<sup>th</sup> for spring semester. If an extension is require, contact the Dual Enrollment Coordinator.
- \_\_\_\_\_ Make corrections if necessary and resubmit to Instructional Services.
- \_\_\_\_\_ Post the final approved syllabus to D2L and/or make copies to give to enrolled students on the first day of the class.
- \_\_\_\_\_ For additional duties as an instructor of concurrent courses, please see the timeline on page 16 of the Concurrent Enrollment Handbook.