



# PROSPECTIVE DUAL CREDIT FACULTY

## REVIEW AND APPROVAL PROCESS

Appendix F from the  
Dual Credit Program Instructional & Quality Standards Manual  
Academic Affairs Division



## **DUAL CREDIT FACULTY REVIEW AND APPROVAL PROCESS**

The process for identifying prospective Dual Credit Faculty, submission of a complete application, supporting documentation, review by the departmental chair/committee, and final review by the Office of Human Resources are outlined in the steps below:

### **STEP 1 - IDENTIFICATION AND INITIAL REVIEW OF PROSPECTIVE DUAL CREDIT FACULTY**

High school principals will identify currently employed high school teachers with the minimum credentials\* to teach college-level courses, and those instructors may submit their transcripts to STC's Dual Credit Programs for initial review as prospective Dual Credit Faculty. School Districts and/or Campus Administration seeking to offer dual credit courses which require a lab component, must have the lab equipment inspected and approved by the appropriate Department Chair prior to application submission.

*\* minimum required credentials are a combination of degree requirements, teaching experience, certification, and skills determined by respective program chair approved by STC Office of Human Resources*

#### **Due Dates and Documents for Submission:**

- **Due Dates for Fall Semester (April 1) and Spring semester (Oct 1)**
- **Documents:** A copy of transcripts and signed **Review Outcome Notification Acknowledgment Form** must be submitted to STC's Dual Credit Programs before the initial review can begin.

#### **Initial Review - STC's Dual Credit Programs:**

- The STC's Dual Credit Programs will conduct the initial review to determine whether or not the credentials meet the minimum requirement. If the prospective applicant does have the minimum required credentials, then the prospective applicant and principal will be notified to proceed with submitting the application.
- The department chair will notify the respective STC division dean and STC's Dual Credit Programs staff of the initial review outcome.
- If the prospective applicant does not have the minimum required credentials, then the prospective applicant and principal will be given written notification that the prospective applicant does not meet the minimum requirement to teach at STC.
- The department chair will notify the respective STC division dean and STC's Dual Credit Programs staff of the initial review outcome.

### **STEP 2 - SUBMISSION OF APPLICATION TO SOUTH TEXAS COLLEGE**

A high school teacher who is approved to proceed with the application process will be instructed to submit an electronic copy of the STC application packet, in PDF format, that will include a copy of their transcript(s) (undergraduate and graduate transcripts), and all documents required by Human Resources, to STC's Dual Credit Programs.

### **STEP 3 - REVIEW BY DEPARTMENTAL CHAIR AND COMMITTEE**

#### **Department Chair Review:**

The respective department chairs examine the applicant's application packet to review and confirm that the applicant's academic credentials meet *STC Board Policy #4151: Academic and Professional Credentials of Faculty* and schedule a day and time for conducting interviews before a committee.

The review process and standards for approving an applicant as Dual Credit Faculty to teach a Dual Credit course will be the same standards used to assess any faculty hired by STC to teach college-level courses. Merely having the credentials to teach college

courses is no assurance of approval into the program. The department chair has the authority to interview and to make the decision regarding the approval of faculty teaching courses for STC in the high schools based on credentials, teaching experience, presentation, subject knowledge and other instructional factors related to the subject matter.

**Departmental Committee Review:**

The Department Chair has the option to use a division /department standing committee (a standing committee will have up to three faculty members who teach in that discipline and two faculty from outside of the discipline. When a standing committee is used, the applicant will be asked to meet with the committee for an interview and to demonstrate teaching proficiency. If this option is selected by the chair, the committee will conclude their activities and provide the outcome of review process (Recommended or Not Recommended) to the Division Dean and STC's Dual Credit Programs within one week after the conclusion of the interviews.

For **qualified Fall semester applicants**, all interviews will be completed and the outcome submitted to Dual Credit Programs.

For **qualified Spring semester applicants**, all interviews will be completed and the outcome submitted to Dual Credit Programs.

Exceptions, as allowed by the STC's Dual Credit Programs and at the discretion of the STC Department chair, which are only for the replacement of a current DCF who has left the program after the application deadline. The Departmental committee will utilize the following assessment criteria during the interview:

- **Interview Assessment Criteria:** Based on *Faculty Duties & Responsibilities* listed in the *Faculty Handbook* and on the procedures described in the *Dual Credit Programs Instructional and Quality Standards Manual*; the committee will evaluate, but not limit to the following:
  - Teaching Experience: Years and Grade levels
  - Presentation: Communication, interpersonal, and organizational skills
  - Subject Knowledge: Mastery of the subject matter
  - Other Instructional factors
    - Evaluation of student learning at college level
    - Commitment to a college philosophy of education
- **Informing Applicants:**
  - Department chair will notify STC's Dual Credit Programs and Division Dean of the outcome of the interviews (Recommended or Not Recommended).
  - The STC's Dual Credit Programs will provide written notification to each applicant and the high school principal to inform them of the outcome of the interview (Recommended or Not Recommended).
    - Please note; the Dual Credit Program office cannot disclose further information regarding reason for recommendation or non-recommendation from respective department chair and/or hiring committee.

If recommended to teach Dual Credit courses, then the applicant can proceed to the next step of review by the South Texas College Human Resources (HR) Department.

#### **STEP 4 - REVIEW BY THE OFFICE OF HUMAN RESOURCES**

If the applicant receives approval from the respective division and department chair, the department chair prepares and submits the **Intent to Hire** paperwork for the applicant to the South Texas College Office of Human Resources (HR) Department.

To comply with [Board Policy 4151](#), prospective Dual Credit Faculty must request official transcript(s) from the accredited college or university where the degree was awarded to be sent via mail or electronic directly to the college's Office of Human Resources (HR). The official transcript(s) must be received at HR before the start of the college semester.

The prospective Dual Credit Faculty can contact the STC HR Department with questions about the transcript submission procedures at (956) 872-3722 or visit their physical location at 2501 W. Pecan, McAllen, Texas.

- **If Cleared by HR**
  - Applicant will complete the required paperwork and will be assigned an STC ID# and email account and will be classified as Dual Credit Faculty (DCF) by STC.
  - DCF will receive authorization from HR to begin teaching college dual courses when scheduled.
- **If not cleared by HR**
  - Applicant will be informed of the reasons by HR staff.

#### **Continuation of High School Instructor as DC Faculty**

After initial approval, a Dual Credit Faculty may continue teaching Dual Credit courses without the need to undergo the approval process again contingent upon the following two items:

- 1) Dual Credit courses being taught continuously each year in the same discipline and/or teaching area; and
- 2) Dual Credit Faculty teaching the course adequately meets all faculty evaluation requirements, departmental requirements, responsibilities, and procedures

#### **Non-continuation of Dual Credit Faculty**

Board Policy #4115 Personnel Appointments (rev. 6/27/17) states: "Adjunct, lecturer, and dual credit faculty are employed on an as needed, non-contractual, at will, basis with no expectation of continued employment or property rights beyond the assignment."

#### **Due Dates for Prospective Dual Credit Faculty Applications**

<b>April 1st</b>	School Districts will identify prospective DC Faculty who could meet the credentialing criteria. Completed application packets must be submitted by April 1 <sup>st</sup> for Fall semester.
<b>October 1st</b>	School Districts will identify prospective DC Faculty who could meet the credentialing criteria. Completed application packets must be submitted by October 1 <sup>st</sup> for Spring semester.

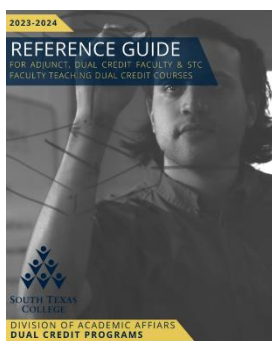
#### **DUAL CREDIT FACULTY STIPENDS & REIMBURSEMENT FOR STC FACULTY**

When the School District provides the instructor (approved Dual Credit Faculty- DCF), tuition and fees are waived and the DCF is compensated a stipend that is \$500 per section, per semester. Stipend payment(s) for Dual Credit sections will be equally divided according to

the semester/session length and paid monthly, as per STC Human Resources' payroll system. Accordingly, Summer and Minimester session stipends will also be divided based on session length. Should a Dual Credit section be reassigned to another Faculty or terminated, the remaining stipend payments would also cease. For sections that are approved by the Associate Vice President for Dual Credit Programs & School District Partnerships under a *special exception circumstance* due to not meeting the required minimum enrollment per course, ten (10) students enrolled in Academic sections and seven (7) students in Career & Technical Education sections, the DCF compensation will be adjusted. When the total number of students in a dual section is less than 5 students, the DCF will be paid a stipend of \$100 per student.

## PROFESSIONAL DEVELOPMENT

South Texas College offers strong professional development programming for all faculty. Specific programs support STC faculty who teach at high school sites and DCF who teach college courses at their high schools.



Twice a year, faculty receive targeted professional development during designated days in the Fall and Spring Semesters. In the Fall, the **Adjunct and Dual Credit Faculty Professional Development Day** is held with sessions including effective teaching techniques, active learning strategies, and specific training on the College's course management systems and student portal systems. Instructional departments will also schedule discipline and course-specific professional development. In Fall 2015, OPOD launched a new academy for DCF. The **Developing Excellence in Learning and Teaching Academy (DELTA) Online** helps DCF and Adjunct faculty to become part of the South Texas College family. DELTA Online provides participants with support and guidance as well as information on faculty expectations, resources, policies, procedures, and creating a college environment.

In addition, each year, the "[Dual Credit Faculty Reference Guides](#)" is developed for South Texas College faculty who teach dual courses and for high school instructors that teach dual credit courses. The Reference Guides provides faculty with updated information that covers College and high school specific information. Furthermore, on a regular basis the needs of faculty who participate in the Dual Credit Programs are assessed, and specialized training is developed to address those needs.



# SOUTH TEXAS COLLEGE DUAL CREDIT FACULTY 4-STEP REVIEW PROCESS

There are 4 steps that school districts and prospective Dual Credit Faculty (DCF) need to follow to be reviewed for potential approval to teach Dual Credit courses for South Texas College.

**APPLICATION DUE DATE: FALL SEMESTER-APRIL 1<sup>ST</sup> & SPRING SEMESTER-OCTOBER 1<sup>ST</sup>**

*Application Due Date may vary at the discretion of the Dual Credit Programs, please contact the Dual Credit Programs office for more information.*

Refer to the Dual Credit Programs website: [www.southtexascollege.edu/dual](http://www.southtexascollege.edu/dual)  
or the Dual Credit Program Instructional & Quality Standards Manual, Appendix J for the detailed packet.

# 1

## **IDENTIFICATION & INITIAL REVIEW OF PROSPECTIVE DCF STC DUAL CREDIT PROGRAMS**

Before South Texas College (STC) can begin an initial review of a prospective DCF applicant, the **Review Outcome Notification Acknowledgement Form** must be signed by both the applicant and high school principal and submitted to STC's Dual Credit Programs. School District (SD) and/or prospective DCF applicant can forward a copy of their transcripts to STC's Dual Credit Programs for initial review with the signed acknowledgment form.

### **If the prospective applicant does not have the minimum required credentials:**

- The department chair will confirm the initial review by STC's Dual Credit Programs
- The department chair will notify the respective STC division dean and STC's Dual Credit Programs staff of the initial review outcome
- The prospective applicant will be given written notification by STC's Dual Credit Programs that they do not meet the minimum requirement to teach at STC

### **If the applicant does have the minimum required credentials:**

- The department chair will confirm the initial review by the STC's Dual Credit Programs
- The department chair will notify the respective STC division dean and STC's Dual Credit Programs staff of the initial review outcome
- Applicant will be given written notification by STC's Dual Credit Programs that the process can move forward

# 2

## **SUBMISSION OF APPLICATION TO SOUTH TEXAS COLLEGE**

Applicant is contacted by the STC's Dual Credit Programs and is informed to complete the interview packet that will include the STC application, resume, references, copy of transcript(s) (undergraduate and graduate), letter of intent, and any certifications, awards, and documents related to their professional experience.

- Thereafter, the applicant meets with STC's Dual Credit Programs staff for preliminary interview
- Afterwards, the STC's Dual Credit Programs staff will set up an interview for the applicant with the departmental chair/committee

# 3

## **REVIEW BY DEPARTMENTAL CHAIR & COMMITTEE**

After the departmental review and interview is completed:

### **If the applicant is recommended**

- Applicant will be notified that they have been recommended
- **Intent to Hire** form along with applicant's documents will be sent to HR

### **If the applicant is not recommended**

- The department chair will notify the respective STC division dean and STC's Dual Credit Programs staff of the outcome
- Applicant will be given written notification by STC's Dual Credit Programs that they did not receive a recommendation

# 4

## **REVIEW BY THE OFFICE OF HUMAN RESOURCES**

After complete documents have been submitted to HR by the departmental chair, along with **Intent to Hire** form, HR will complete its review.

### **If cleared by HR**

- New DCF will complete the required paperwork, will be assigned an STC ID# and email account
- DCF can begin teaching college dual credit courses when scheduled
- Complete 3 required Blackboard (STC's Learning Management System) Trainings

### **If not cleared by HR:**

- Applicant will be informed of the reason

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# Dual Credit Prospective Faculty Review & Approval Process

## Review Outcome Notification Acknowledgment Form

The Prospective Dual Credit Faculty Applicant and respective High School Principal need to follow the attached "Dual Credit Faculty **4-Step Review Process**" procedures in submitting their documents for review. In addition to copies of transcripts, this **acknowledgement form must be signed and submitted to** STC's Dual Credit Programs **before the review process can begin.**

**Partnering School District:** \_\_\_\_\_

**High School Campus Name:** \_\_\_\_\_

**Term (Fall/ Spring/ Summer):** \_\_\_\_\_

**Subject(s):** \_\_\_\_\_

**Does course require a Lab and Classroom Equipment?**  Yes  No

School should expect respective STC Department to conduct a Lab Site Visit for applicable courses.

### SCHEDULING

Partnering School District must submit the Course request(s) in the South Texas College Dual Credit Scheduling Portal prior to submission of this form. Failure to submit via the Dual Credit scheduling portal, will not to be processed.

### ACKNOWLEDGMENT

#### Review Outcome Notification:

The Prospective Dual Credit Faculty Applicant and respective High School Principal acknowledge that at the end of the dual credit faculty review process, the STC's Dual Credit Programs will inform if the applicant **has been recommended or not recommended** as a Dual Credit Faculty at South Texas College.

Dual Credit Programs follows the South Texas College Office of Human Resources procedures in providing the review outcome notification information. Please note Dual Credit Programs cannot disclose further information regarding reason for recommendation or non-recommendation from respective department chair and/or hiring committee.

**Dual Credit Course Assignment:** By signing this form both parties acknowledge that recommended Dual Credit Faculty course assignments and final scheduling are determined and approved by STC's Dual Credit Programs, Department Chair and respective Dean.

_____	_____
<b>Print Name of Prospective Dual Credit Faculty</b>	<b>Discipline/Department</b>
_____	_____
<b>Signature Prospective Dual Credit Faculty</b>	<b>Date</b>

_____	_____
<b>Print Name of School Principal</b>	<b>ISD /High School</b>
_____	_____
<b>Signature of School Principal</b>	<b>Date</b>