Concurrent Enrollment
High School
Faculty Agreement

High School Faculty Name:

High School:

Course Name(s):

Course Dates:

As concurrent enrollment high school faculty for Saint Paul College, I agree to:

• Attend a course-specific training with faculty liaison when first starting in program prior to teaching the course at the high school
  o Topics covered at course-specific training will include:
    ▪ Course philosophy, curriculum, pedagogy, and course outline
    ▪ Guidance and feedback to the instructor as they develop a course syllabus and assessments

• Utilize similar grading standards:
  o Assign final, whole letter grades
  o Cover all objectives and topics found in the course summary
  o Provide course gradebook for review, if requested, by faculty liaison

• Develop course syllabus and assessments that are reviewed and approved by faculty liaison to ensure consistency in learning expectations and outcomes

• Provide course syllabus and paired assessments to Director of College Partnerships for accreditation documentation

• Meet with faculty liaison as needed to receive course updates and discuss class concerns

• Correspond and collaborate with your faculty liaison in a professional, timely, and courteous manner

• Coordinate with faculty liaison at least one site visit/class observation (per semester class)

• Review Site Visit Report completed by faculty liaison and complete brief Reflection Form

• Maintain course rigor to maintain “on-campus” expectations

• Participate in annual discipline-specific professional development activity with faculty liaison to further enhance CE HS faculty members’ pedagogy and breadth of knowledge in the discipline

• Provide all necessary documents/paperwork as requested by the Director of College Partnerships

• Attend Concurrent Enrollment Program Convening each fall

• Provide students with campus resources including showing orientation video and sharing student CEP web page and manual

• Require students to complete end of course evaluation and discuss results with faculty liaison

CE HS Faculty Signature:  Date:

CE HS Faculty Printed Name:

Faculty Liaison Signature:  Date:

Faculty Liaison Printed Name: