

Concurrent Enrollment (CE) Instructor Application Process

To teach in the Concurrent Enrollment Program (CEP), a high school instructor must complete an application and be approved by the college. CEP instructors must meet the college minimum credentials for faculty members. Credentials needed to teach courses in the Minnesota State system are determined at the system level.

- Liberal Arts or General Education high school instructors must possess a Master's degree in field (Math, English, Sociology, etc.) OR a Master's degree in any field with 18 credits in the discipline of the course (Math, English, Sociology, etc.).
- High school instructors who have a Master's degree and are taking classes from an approved university to complete the 18 credits can teach concurrent enrollment classes, if they meet the following criteria:
 - 2021-2022: minimum Master's + 15 grad credits
 - All high school instructors teaching CE courses with Saint Paul College must meet the credentials for their field by 2022, as identified by the Higher Learning Commission (HLC).
- Career and Technical Education instructors must meet the faculty credentials set forth by Minnesota State's joint faculty credentialing board. These criteria include appropriate education requirement, occupational experience requirement, and work recency. Review each credential field individually.
- Search Credential Field:
<https://www.minnstate.edu/system/asa/academicaffairs/cfc/>
- Minn. State Board Policy 3.32 College Faculty Credentialing:
www.minnstate.edu/board/policy/332.html
- Procedure 3.32.1 College Faculty Credentialing:
www.minnstate.edu/board/procedure/332p1.html

Application Materials

1. Letter of intent describing why you would like to teach a concurrent enrollment course and what course you are interested in teaching
2. Application
3. Resume or CV outlining education and occupational history
4. For instructors in the process of completing the 18 credits, you will need to complete a professional development plan. You also will need to submit unofficial transcripts upon completion of each course to verify progress.
5. College transcripts – undergraduate and graduate
 - Please note: If approved to teach concurrent enrollment classes, you will need to submit official transcripts to Saint Paul College, per HLC requirements. To for the transcript to be considered official, Human Resources needs to receive it directly from the school or be hand delivered in a sealed envelope.
 - Transcripts can be sent electronically to Carla Ballard at carla.ballard@saintpaul.edu or by mail to: Carla Ballard, HR Specialist-Academic, Saint Paul College, 235 Marshall Avenue, St. Paul, MN 55102

Application Deadline

Instructors should complete an application by May 1st if they wish to teach in fall and September 1st if they wish to teach the next spring to ensure adequate time for application review and if meets credentials, pairing with a faculty mentor and course planning.

Application Process

1. The college will review the applicant's materials, determine the capacity to offer the concurrent enrollment course, and make a recommendation to approve, provisionally approve, or deny the applicant. The applicant will receive communication indicating approval, provisional approval or denial from the college.
 - a. Provisional approval will require a meeting to discuss a professional development plan, which will be monitored by the college and the high school administration for successful progress and completion.
 - b. If satisfactory progress is not made within the agreed upon timeframe, the college reserves the right to revoke the provisional status which will discontinue Concurrent Enrollment courses at the end of the term.
 - c. For instructors who receive approval or provisional approval, the Human Resources Office will complete a faculty credentialing validation form and keep it in the instructor's file in their office. For those provisionally approved and working on a professional development plan, their validation form will be updated after each course is completed to track progress.
2. The interested high school instructor will submit all the application materials to the Director of College Partnerships.
3. The Academic Dean for the department, Director of Human Resources, and the Director of College Partnerships will review all submitted materials and decide.
4. If Saint Paul College has capacity to offer the course, the high school instructor and administration will receive notice of the decision (approved, provisionally approved, or denied) from the college along with an explanation and next steps to take for the instructor.
 - a. If approved, the new CE instructor will receive details about scheduling a program and course orientation.
 - b. If provisionally approved, the new CE instructor will work with the college to plan towards meeting proper requirements and receive details about scheduling a program and course orientation. *If this is the case, a written plan must be approved by the college that specifies exact activities the high school instructor must engage in to meet college credentialing.*
 - c. If denied, the instructor may continue working with the college to move towards the proper credentialing to potentially teach the course in the future. *If this is the case, a written plan must be approved by the college that specifies exact activities the high school instructor must engage in to meet college credentialing.*
 - d. If the applicant is not credential eligible and is not eligible for a professional development plan, the college informs the instructor of denial.
5. For approved and provisionally approved instructors, a faculty mentor will be assigned by the college and the course outline will be sent to the new CE instructor.
 - a. The CE Instructor Handbook will be emailed to the new CE instructor.
 - b. It is expected that the CE Instructor reviews the CE Handbook.
6. The high school instructor will receive information from the faculty mentor on how to create equivalent syllabi, examples of equivalent textbooks, course templates, etc.
7. The faculty mentor will remain in contact with the CE instructor and work with the new instructor on ensuring the syllabus, course expectations, and rigor are equivalent to that of the on-campus course.



Concurrent Enrollment - High School Instructor Application

Attach a resume and transcripts with this application

PERSONAL DATA *(Please print clearly)*

First Name _____ Last Name _____ Middle Initial _____

Home Address _____

City _____ State _____ Zip _____

High School Where You Currently Teach _____

Personal Phone Number _____ Work Phone Number/Extension _____

Work Email _____ Summer Email _____

EDUCATION *(Please list any degrees earned and all graduate work here)*

Name of Institution Attended	Location	Degree Earned or Number of Credits Completed	Date of Degree	Subject

RELEVANT WORK HISTORY *(Please list any relevant work positions beginning with most recent)*

Name of Employer	Position	Dates of Employment

Signature _____

Date _____



Professional Development Plan with SPC Concurrent Enrollment Instructor

The professional development plan is to identify and plan specific course work and/or work experience for high school instructors to meet credentials in a specific field/discipline in order to teach within SPC's Concurrent Enrollment Program. Progression must be completed by May 2022.

Teacher Information

Name:	
High School:	
Credential Field/Discipline:	
Needed credentials:	

Coursework

Course name and/or number	Number of credits	Institution	Semester/year

Signatures:	Date
High School Instructor	
SPC HR Representative	
SPC Director of College Partnerships	

Submit a copy of this signed form to Katie Pierre, Director of College Partnerships for approval. As you earn your credentials each semester, you will be required to email an unofficial transcript.