



Concurrent Enrollment High School Faculty Application Process

To teach in the Concurrent Enrollment Program (CEP), a high school faculty must complete an application and be approved by the college. CEP HS faculty 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.).
- 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:
 - a. Please note: If approved to teach concurrent enrollment classes, you will need to submit *official transcripts* to Saint Paul College, per HLC requirements. In order for the transcript to be considered official, Human Resources needs to receive it directly from the school or it needs to be hand delivered in a sealed envelope.
 - b. Transcripts can be sent electronically to Human Resources at HumanResources@saintpaul.edu or by mail to:
Kathryn Brennan, Human Resources, Saint Paul College, 235 Marshall Avenue, St. Paul, MN 55102

Application Deadline:

HS faculty should complete the application by June 1st, if they wish to teach in fall, and October 1st, if they wish to teach in the spring. This allows ample time for the application review and, if you meet credentials, pairing with a faculty liaison 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 HS faculty who receive approval or provisional approval, the Human Resources Office will complete a faculty credentialing validation form and keep it in the HS faculty'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 faculty will submit all application materials to the Director of College Partnerships.
3. The Academic Dean for the department, Human Resources, and Director of College Partnerships will review all submitted materials and make a recommendation.
4. If Saint Paul College has capacity to offer the course, the high school faculty 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 high school faculty.
 - a. If approved, the new CE high school faculty will receive an introduction to their faculty liaison and details about scheduling a program overview and course orientation.
 - b. If provisionally approved, the new CE high school faculty 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 faculty must engage in to meet college credentialing.*
 - c. If denied, the high school faculty 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 faculty 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 liaison will be assigned by the college and the course outline will be sent to the new CE high school faculty.
 - a. The CE High School Faculty Manual will be emailed to the new CE HS faculty.
 - b. It is expected that the CE HS faculty reviews the CE Manual.
6. The high school faculty will receive information from the faculty liaison on how to create equivalent syllabi, examples of comparable textbooks, course templates, etc.

7. The faculty liaison will remain in contact with the CE high school faculty and work with the new high school faculty on ensuring the syllabus, course expectations, and rigor are equivalent to that of the on-campus course.



Concurrent Enrollment High School Faculty Application

Please include a resume with this application.

Personal Data:

(Print clearly.)

First Name:	Last Name:	Middle Initial:
Home Address:		
City:	State:	Zip:
High School Where You Currently Teach:		
Personal Phone:	Work Phone:	
Work Email:	Summer Email:	

Education:

(List any degrees earned and all graduate work here.)

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

Relevant Work History:

(List any relevant work positions beginning with most recent.)

Name of Employer	Position	Dates of Employment

Signature:	Date:
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Concurrent Enrollment High School Faculty Professional Development Plan

The professional development plan is to identify and plan specific course work and/or work experience for high school faculty to meet credentials in a specific field/discipline in order to teach within SPC's Concurrent Enrollment Program.

High School Faculty Information:

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

Coursework:

Course Name and/or Number	Number of Credits	Institution	Semester/Year

High School Instructor Signature:	Date:
SPC Dean or HR Representative Signature:	Date:
SPC Director of College Partnerships Signature:	Date:

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