



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
 - 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:
 - Assign final, whole letter grades
 - Cover all objectives and topics found in the course summary
 - 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:	