



Concurrent Enrollment Program New Instructor Application Review and Approval

To ensure that CE instructors meet the academic department requirements to teach a University course through the Concurrent Enrollment Program (CEP), Faculty Liaisons will review the applicant's application materials *and* conduct an in person or telephone interview. This approval process supports NACEP Faculty Standard 1 (F1): All concurrent enrollment instructors are approved by the appropriate college/university academic leadership and must meet the minimum qualifications for instructors teaching the course on campus.

The application materials include the following documents to ensure that the applicant meets the minimum qualifications required for the sponsoring academic department:

- Cover letter
- Resume/CV
- Copy of university transcripts
- Current course syllabus

Upon review, if the instructor and course syllabus meet the qualifications of the department/program, the Faculty Liaison will schedule a one-on-one meeting with the applicant to review qualifications. For science classes with a lab, the meeting needs to be in the classroom in which the class will be taught to review proper lab set-up. **Upon review of the applicant's materials and completion of the initial meeting, the Faculty Liaison will officially approve/deny the application.**

Proposed Concurrent Enrollment Course:

Applicant Instructor Name:

High School:

Date and location of meeting:

Faculty Liaison reviewing application:

Approved: Applicant's credentials and experience meet the academic department's adjunct faculty requirements.

Denied: Applicant's credentials and experience do not meet the requirements to teach this course. Attach to this document a detailed description for the reason for the denial of the applicant. Communication to the instructor of denial will be done by the CEP director.