

Appendix D: FACULTY LIAISON AGREEMENT (sign annually)

Faculty Liaison Name: _____

Program / Department: _____

High School Instructor Name: _____

High School Name: _____

As a faculty liaison for HTC, I will:

1. Complete, sign & submit all necessary documents, paperwork & required evidence for each concurrent enrollment relationship assigned to the Director of Partnerships & College Pathways
2. Correspond and collaborate with the high school instructor in a professional and timely manner throughout the year
3. Attend the annual concurrent enrollment program “kick-off” meeting
4. Create, document and deliver:
 - A course orientation for new concurrent enrollment instructors assigned –or–
 - A course refresher training for returning concurrent enrollment instructors assigned

Sessions must consist of discipline specific course materials & content, provide course insights, and answer high school instructor questions to best ensure quality & alignment of course
5. Evaluate course structure to ensure alignment with on-campus course expectations by:
 - Reviewing the learning management/online space for the concurrent enrollment course
 - Reviewing methods of assessments and grading policy are appropriate college level and rigor
 - Discuss what ‘A’ student work looks like and what it means to earn an ‘A.’ Do the same for grades ‘B-F’
 - Approve course syllabus and submit a signed Student Information & Syllabus Alignment Checklist
6. Perform a concurrent enrollment course site-visit with high school instructor (in-person or virtually), and submit a signed Site-Visit Report
7. Plan, document and potentially deliver (when applicable) at least one:
 - Ongoing professional development for assigned concurrent enrollment high school instructor(s) such as, but not limited to: workshops, conferences, on-site or off-site training, journals and/or articles
8. Confer, complete and submit a Paired Student Assessment
9. Confer and submit final grades (A, B, C, D, or F) through eServices for each enrolled student within 3 business days of concurrent enrollment course conclusion
10. Connect with high school instructor post-course to review course evaluations, provide feedback and discuss future offering of the concurrent enrollment course

Faculty Liaison Signature

Date