Appendix E: FACULTY LIAISON / HIGH SCHOOL INSTRUCTOR DUTIES & TIMELINE

The faculty liaison's role is to serve as the instructor of record, overseeing and ensuring the integrity of the college course's high school implementation. Please use this form as a guide to complete required evidence by the given timeline. Collection of evidence is a requirement for NACEP accreditation and program quality reviews. ***Liaisons must submit signed paperwork and required evidence in D2L by the designated due by dates.***

Faculty Liaison: _____ HTC Course #: _____ HTC Course Title: _____

High School Instructor: _____ HS Course Title: _____ HS Course Dates: _____

Please review the following: **HIGHLIGHTED ITEMS ARE FILLABLE PDF FORMS LOCATED IN NACEP ARCHIVES D2L COURSE!**

✓	Due by:	Duties	NACEP STD.	Required Evidence to Submit
☐	Before course start	High School Instructor and Faculty Liaison agree to adhere to their respective duties	F1	- Form 1 - High School Instructor Agreement (Appendix C) - Form 2 - Faculty Liaison Agreement form (Appendix D) *Both are to be signed (e-signature okay) and submitted on D2L annually*
☐	Before course start	Deliver & document new high school instructor orientation or returning instructor training by faculty liaison	F2	- Course specific training materials - Date and summary of training and how training material will be used - See **Appendix N – Standard F2** for documentation guidance
☐	Before course start	Evaluation of course structure's alignment with on-campus course expectation	C1, C2, C3	- Review of learning management / online space for course - Review assessments methods & grading policies are college level appropriate - Discuss what 'A-F' student work looks like and what it means to issue such a grade
☐	Before course start	Submit a Statement of Equivalency	A1	- Form 3 - Statement of Equivalency Guidelines (Appendix F) *Submit each term but allowed to submit same document each time if no updates*
☐	Before course start	Evaluation of course syllabus for alignment with on-campus course expectation. At least 80% alignment required	A1, C1, C2, S3	- Form 4 - Student Information and Syllabus Alignment Checklist (Appendix G) - Copy of High School syllabus - Copy of HTC syllabus
☐	3rd week of course	Review of a similar course student assessments, that addresses the same course objective.	A1	- Form 5 - Paired Student Assessment (Appendix H) - *different tool annually* - Assessment of the same course outcome - Need to be of similar overall grade weight - Must submit grading method statement/rubric/scale from college & high school sides
☐	2nd to last week of course	Plan & complete a site-visit (in person or virtually) and submit a site-visit report	C3	- Site Visit Report (Appendix I)

✓	Submit by:	Duties	NACEP STD.	Required Evidence to Submit
☐	Plan: ASAP Submit by: June 30th	Discuss, develop and complete a discipline-specific professional development opportunity relevant to the concurrent enrollment course	F3	- Annual Academic Professional Development Plan (Appendix K)
☐	2 Weeks Prior to End of CE Course	Support distribution and completion of the electronic Student Course Evaluation. **recommend student complete during a class session*	E1	- Director of Partnerships & College Pathways will send evaluation link - High School Instructors administer 2 weeks prior to the end of the course - See **Appendix M** for a sample student course evaluation
☐	End of Course	Submit final grades **Recommended to review process prior to end of course*	A1	- High school teacher will provide HTC faculty liaison with final grades - Faculty liaison will ensure grades are of appropriate college level - Faculty liaison submit within 3 business days of the end of the course
☐	2nd week after course completion	Review & Discussion of Course Evaluation Results	E1, E2	- Director of Partnerships & College Pathways will shave course evaluation results.

This document is not required by NACEP or HTC for accreditation purposes. Its intent is to provide a suggested timeline for concurrent enrollment educators to complete NACEP required evidence for each concurrent enrollment course.

DISCLAIMER:
Failure to complete all expectation and provide all required evidence by the designated due date may results in the following:

- Faculty Liaison – may have their wages associated with the given CE course recaptured by the college
- High Schools – termination of contract and the loss of college credits awarded to student in the high school course.