

**Departmental Checklist for New Dual Credit Faculty**

*The department chair/assistant chair/dual credit faculty liaison should use the following checklist to ensure that each new Dual Credit Faculty (DCF) is aware of departmental expectations, protocol, and curriculum and course philosophy. The items on this checklist should be completed before the DCF begins teaching dual credit courses for the College.*

**Departmental Expectations**

* Meet with DCF to discuss particular requirements for the department.
* Verify that DCF credentials have been approved for the assigned course(s), and subsequently verify that credentials have been approved for any newly assigned course(s) that DCF is later scheduled to teach.
* Prior to the DCF teaching the course, determine if a pre-approval visit to the classroom(s)/lab(s) used by the DCF is needed in addition to the classroom observation site visit conducted as part of the Faculty Evaluation.
* Review required course assessments and rigor of the course with the DCF to assure that the standards of achievement are the same as expected in on-campus sections.
* Review with DCF any discipline-specific and course-specific philosophy, curriculum, assessment, learning objectives, learning outcomes, and/or pedagogy for the course.
* Provide course grading expectations and check that DCF understands the grading standards for the course.
* The Chair will provide overall guidance, assistance, and support to the DCF. The Chair can assign a full-time faculty mentor in the same discipline to ensure that appropriate academic expectations have been set and are being followed. The Chair will provide information about the DCF mentors to the Department of Dual Credit Programs.
* Review the requirements and deadline to submit the one-page CV.
* Provide instructions on how a copy of the final exam, the final course grades, and any other department required documentation are to be submitted to Chair.
* Address other areas as needed to help ensure that the DCF feels prepared to offer this course as a match for the on-campus sections.

**College Policies and Procedures**

* Provide requirements and expectations for the syllabus and course outline, inform DCF of deadlines for submitting syllabus/course outline, and review and approve the syllabus and course outline within the first week of instruction.
* Provide DCF access to the electronic version of the Faculty Handbook so DCF can become familiar with and adhere to professional guidelines, policies, procedures, rules, and expectations.
* Provide DCF access to student handbook detailing add/drop and withdrawal policies, Code of Student Conduct, grading policies, critical dates, and other pertinent information.
* Provide contact hours information to the Dual Credit Faculty explaining how many instructional hours need to be met to ensure fulfilling required contact hours, reporting faculty absences, as well as the STC policy on the use of a qualified substitute for a class meeting.
* Verify that DCF are aware of the rights and responsibilities and other information found in the reference guide for faculty teaching Dual Credit courses, the Dual Credit MOU and/or ECHS MOU, and the *Dual Credit Programs Instructional and Quality Standards Manual*.

**Professional Development, Department Meetings and Training**

* Inform DCF that they are expected to participate in the College’s professional development activities for DCF that include professional development days scheduled prior to the beginning of each long semester and any required discipline-specific and course-specific professional development.
* Inform new DCF that they are expected to successfully complete the Developing Excellence in Learning and Teaching Academy (DELTA) Online course prior to or during their first semester of teaching DC courses for South Texas College.
* Provide DCF with the department’s meeting schedule before the beginning of the semester, so that DCF can coordinate teaching responsibilities at the high school in order to attend required department meetings.

**Textbooks and Course Materials**

* Verify that DCF has the STC-approved textbook, lab manual, ancillaries, and other course materials.
* Verify with DCF the availability of textbooks for each student and how and when students will be issued required textbooks and other instructional materials for the course.

**STC Documentation**

* Provide DCF with instructions on how to check class rosters and refer students not on the roster to the appropriate School District counselor and the STC Dual2Degree specialist.
* Verify due dates for Learning Outcomes assessment and instructions on using JagPRIDE.
* Verify that instructions have been provided on accessing SmartEvals and the periods of submission.
* Verify that DCF know how to access the Faculty Evaluation Plan and are aware that they fall under the guidelines and evaluation timeline defined for Dual Credit Faculty.

**Contact Information**

* Verify that DCF agrees to set up and regularly check South Texas College email.
* Obtain acknowledgment from DCF that they are expected to respond to emails and phone calls from the departmental office within one day of receiving these communications.
* Verify that DCF has provided accurate contact information to which the STC department chair will have consistent access to contact them and that the DCF has STC departmental contact information.

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**Dual Credit Faculty Name Dual Credit Faculty Signature Date**

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**Department Chair Name Department Chair Signature Date**

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**Department Course(s) Approved to Teach**