



# SOUTH TEXAS COLLEGE

## DUAL CREDIT FACULTY 4-STEP REVIEW PROCESS

There are **4** steps that school districts and prospective Dual Credit Faculty (DCF) need to follow to be reviewed for potential approval to teach Dual Credit courses for South Texas College.

**APPLICATION DUE DATE: FALL SEMESTER-APRIL 1<sup>ST</sup> & SPRING SEMESTER-OCTOBER 15<sup>TH</sup>**

Refer to the Office of High School Programs & Services website <https://academicaffairs.southtexascollege.edu/highschool/guides.html> or the *Dual Credit Program Instructional & Quality Standards Manual, Appendix J* for the detailed packet.

# 1

### IDENTIFICATION & INITIAL REVIEW OF PROSPECTIVE DCF — STC DUAL CREDIT PROGRAMS

Before South Texas College (STC) can begin an initial review of a prospective DCF applicant, the Review Outcome Notification Acknowledgement Form must be signed by both the applicant and high school principal and submitted to STC's Dual Credit Programs. School District (SD) and/or prospective DCF applicant can forward a copy of his/her transcripts to STC's Dual Credit Programs for initial review with the signed acknowledgment form.

**If the prospective applicant does not have the minimum required credentials:**

- The department chair will confirm the initial review by STC's Dual Credit Programs
- The prospective applicant will be given written notification by STC's Dual Credit Programs that he/she does not meet the minimum requirement to teach at STC

**If the applicant has the minimum required credentials:**

- The department chair will confirm the initial review by the STC's Dual Credit Programs
- Applicant will be given written notification by STC's Dual Credit Programs that the process can move forward

# 2

### SUBMISSION OF APPLICATION TO SOUTH TEXAS COLLEGE

Applicant is contacted by the STC's Dual Credit Programs and is informed to complete the interview packet that will include the STC application, resume, references, copy of transcript, letter of intent, and any certifications, awards, and documents related to their professional experience.

- Thereafter, the applicant meets with STC's Dual Credit Programs staff for preliminary interview and to review the application packet.
- Afterwards, the STC's Dual Credit Programs staff will set up an interview for the applicant with the departmental chair/committee.

# 3

### REVIEW BY DEPARTMENTAL CHAIR & COMMITTEE

After the departmental review and interview is completed:

**If the applicant is recommended**

- Applicant will be notified that he/she has been recommended
- **Intent to Hire** form along with applicant's documents will be sent to HR
- When notified by STC's Dual Credit Programs staff, the applicant will go to HR to complete hiring packet

**If the applicant is not recommended**

- Applicant will be given written notification by STC's Dual Credit Programs that he/she did not receive recommendation.

# 4

### REVIEW BY THE OFFICE OF HUMAN RESOURCES

After complete documents have been submitted to HR by the departmental chair, along with **Intent to Hire** form, HR will complete its review.

**If cleared by HR**

- New DCF will complete the required paperwork, will be assigned an STC ID# and email account
- DCF can begin teaching college dual credit courses when scheduled

**If not cleared by HR:**

- Applicant will be informed of the reason