



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 teach Dual Credit courses for South Texas College. **FALL SEMESTER APPLICATION DUE DATE: APRIL 15TH**

1

INITIAL REVIEW — OFFICE OF HSPS

School District (SD) and / or DCF applicant forwards a copy of his/her transcripts to the Office of **High School Programs and Services** for initial review.

If the applicant does not have the minimum required credentials:

- Applicant will be notified that he/she does not meet the minimum requirement to teach at STC

If the applicant has the minimum required credentials:

- Applicant will be notified that the transcript has been forwarded to the department for review.
- If department chair confirms that the applicant has the needed credentials to teach the course then the process moves forward.

2

FOLLOW UP REVIEW — OFFICE OF HSPS

Applicant is contacted by the Office of HSPS and is informed to complete the interview packet that will include the STC application, resume, references, copy of transcript, and any certifications, awards, and documents related to their professional experience.

- Thereafter, the applicant meets with HSPS staff for preliminary interview and to review the application packet.
- Afterwards, the HSPS staff will set up an interview for the applicant with the department chair.

3

REVIEW — DEPARTMENT CHAIR & COMMITTEE

After the departmental review and interview is completed:

If the applicant is recommended

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

If the applicant is not recommended

- Applicant will be informed that he/she did not receive recommendation from department chair or interview committee. (For more information, please see the Detailed Section of the Dual Credit Faculty Approval Process)

4

REVIEW — HUMAN RESOURCES DEPARTMENT

After complete documents have been submitted to HR by the 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.

If not cleared by HR:

- Applicant will be informed of the reason.



SOUTH TEXAS COLLEGE

DUAL CREDIT FACULTY APPROVAL PROCESS

REVIEW – DEPARTMENT CHAIR & COMMITTEE

The approval process for the Dual Credit Faculty to teach a dual credit course will be consistent with the standards used to assess a faculty member for the course taught on the STC campus. Merely having the credentials to teach college courses, is no assurance of approval into the program. The department chair has the authority to interview and make the final decision regarding the approval and dismissal of faculty teaching courses for STC in the high schools based on credentials, teaching experience, presentation, subject knowledge, and other instructional factors related to the subject matter.

CHAIR REVIEW:

Department chair examines applicant's application packets and conducts the initial interview. The Chair reviews and confirms that the applicant's academic credentials meet *STC Board Policy #4151: Academic and Professional Credentials of Faculty*.

DEPARTMENT COMMITTEE REVIEW:

Chair has the option to use a division /department standing committee (a standing committee will have up to three faculty members who teach in that discipline and one faculty from outside of the department).

When a standing committee is used the applicant will be asked to meet with the committee for an interview and to demonstrate teaching proficiency. If this option is selected by the chair, the committee will conclude their activities and provide their assessment to the Division Dean and the Office of High School Programs and Services (HSPS) within one week after the conclusion of the interviews. All interviews will cease by the end of June. Exceptions, as allowed by the office of HSPS and Department Chair, are only for the replacement of a current DCF who has left the program after this deadline.

Departmental committee will utilize the following assessment criteria during the interview:

◆ INTERVIEW ASSESSMENT CRITERIA: *Based on Faculty Duties & Responsibilities listed in the Faculty Handbook 2013-2014, pages 62-63 & Dual Credit Manual Faculty Approval Process.*

- Teaching Experience: Years and levels
- Presentation: Communication, interpersonal, and organizational skills
- Subject Knowledge: Mastery of the subject matter
- Other Instructional factors
 - Evaluation of student learning at college level
 - Commitment to a College Philosophy of education

◆ INFORMING APPLICANTS:

- The Dual Credit Specialist from the Office of the HSPS will contact each applicant to inform them of the outcome of the interview.
- Department chair will provide their assessment of each applicant to the Administrator for the HSPS Administrator who will contact the principal to provide them with the chair's assessment of the applicant (reasons why applicant was not approved).
- Applicants who would like to know the reasons they were not approved should contact their principal for this information.
- Applicants may contact the office of HSPS to request staff development activities that may be completed in preparation for a future interview for approval.