



Thank you for your expressed interest in becoming a dual credit instructor. Below is a checklist to guide you through the College Dual Credit instructor application process. Should you have any questions during the process, please feel free to contact your college's Dual Credit Office.

Dual Credit Instructor Checklist

1. Complete the following forms:
 - NAE Set-Up Request form
 - Remember to include the course you would like to teach.
 - Dual Credit Instructor Profile
 - Remember to include the course you would like to teach.
2. Obtain *unofficial* transcripts
 - Please be mindful of the eligible teaching requirements for the course that you are requesting to teach

All faculty teaching courses which transfer to four-year institutions, must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of the master's degree with a major in the teaching discipline.

*Each full-time and part-time faculty member teaching credit courses in professional, occupational and technical areas that are components of associate degree programs not usually resulting in college transfer, or in programs not usually resulting in college transfer, or in the continuation of students in senior institutions, **must** possess appropriate academic preparation coupled with work experience. The minimum academic degree for faculty teaching in professional, occupational and technical areas **must** be at the same level at which the faculty member is teaching. The typical combination is baccalaureate degree with appropriate work experience.*

- Include all course descriptions for courses that will be evaluated.
3. Submit all documents to the College Dual Credit Office.

Once received, your forms will be submitted to the appropriate Instructional Dean for initial review. Once an **initial** decision has been made, the College Dual Credit Office will contact you and inform you of the next steps. To prepare you, those next steps will include you providing the following items:

- Resume
- Criminal Background Check (CBC)
- 2 official transcripts
- Signed copy of DCCCD General Responsibilities
- Letter from employer/military on official letterhead (if applicable)



4. If you have been initially approved by an Instructional Dean, you will be asked to submit all additional documents to the College Dual Credit Office. **Please note, if any items are outstanding, the instructor will not be considered credentialed and will be unable to instruct the course.**

Once received, your forms will be submitted to the appropriate Instructional Dean for **final** review. Once a final decision has been made, the College Dual Credit Office will contact you regarding your attendance at a mandatory Dual Credit Instructor Orientation.

5. Sign up and attend a mandatory Dual Credit Instructor Orientation. There will be various dates and times for this orientation and topics will include:
 - Accessing eConnect and grades
 - Certifying class and attendance
 - Course syllabus
 - Instructor evaluations
 - Student Code

Once you have attended College's Dual Credit Instructor Orientation, you will have completed all of the required steps and be eligible to teach a Dual Credit Course.

Throughout the semester you will receive notifications from your Instructional Division. Please remember to check your DCCCD email regularly as your Instructional Division will host an adjunct orientation as well as various professional development opportunities.

If you have any questions about the process or general questions about the College Dual Credit program again please feel free to contact me via phone or email. I am excited about your participation in our credentialing process and look forward to possibly working with you this upcoming semester.



Dallas County
Community College District

**NAE (Name and Address Entry College Screen) Set-Up Request
for Dual Credit Adjunct Instructors**

(Instructors serving as Dual Credit Adjunct Instructors are credentialed by the appropriate academic department. Criminal Background Checks and salary payments are the responsibility of the high schools where the instructors are employed.)

Date:

Full Name of Dual Credit Adjunct Instructor of Record:

Course Name:

SS#:

Address:

City, State, Zip:

Phone No.:

Academic Dean Signature: _____

Notes:

1. The Dual Credit Office should attach to the NAE Set-Up Request form a copy of the FCI form on white paper with photo copies of the completed Profile sheet, official graduate transcripts, and any supporting documents and submit these documents to HR prior to first day of class.
 2. HR will e-mail Dual Credit, Instructional Programs office and the appropriate academic school the ID# of the Dual Credit adjunct instructor upon completion of the NAE screen set up.
- 03-03-2017



Dallas County Community College District

Dual Credit Teacher Profile

Please provide information requested below and attach any support documents to this form.
Filling out this profile is for education and work experience record only. This is not a DCCCD employment application.

High School-site of Dual Credit Instruction:						
Dual Credit Class to be taught: (Example ENGL 1301 & 1302)						
Last Name		First Name		MI	DOB:	
Address (Street)		City	State	Zip		
Home Phone		Work Phone		E-mail:		
RECORD OF EDUCATION						
	School	Location		Graduated	Completed Diploma, Degree or Certificate	Major/Minor
		City	State	Yes/No		
High School/GED						
College/University						
Graduate School						
Other						
Employment History						
Date Started		Date Left		Name of Company		
Address (Street)			City	State	Zip Code	
Phone	Supervisor		Supervisor's Position	Beg. Salary	End Salary	

Job Title:				Job Type:
Duties:				
Reason for Leaving:				
Date Started	Date Left	Name of Company		
Address (Street)		City	State	Zip Code
Phone	Supervisor	Supervisor's Position	Beg. Salary	End Salary
Job Title:				Job Type:
Duties:				
Reason for Leaving:				
Date Started	Date Left	Name of Company		
Address (Street)		City	State	Zip Code
Phone	Supervisor	Supervisor's Position	Beg. Salary	End Salary
Job Title:				Job Type:
Duties:				
Reason for Leaving:				

Date Started	Date Left	Name of Company
---------------------	------------------	------------------------

Address (Street)		City	State	Zip Code
Phone	Supervisor	Supervisor's Position	Beg. Salary	End Salary
Job Title:				Job Type:
Duties:				
Reason for Leaving:				
Date Started	Date Left	Name of Company		
Address (Street)		City	State	Zip Code
Phone	Supervisor	Supervisor's Position	Beg. Salary	End Salary
Job Title:				Job Type:
Duties:				
Reason for Leaving:				
Date Started	Date Left	Name of Company		
Address (Street)		City	State	Zip Code
Phone	Supervisor	Supervisor's Position	Beg. Salary	End Salary
Job Title:				Job Type:

Duties:				
Reason for Leaving:				
Date Started	Date Left	Name of Company		
Address (Street)		City	State	Zip Code
Phone	Supervisor	Supervisor's Position	Beg. Salary	End Salary
Job Title:				Job Type:
Duties:				
Reason for Leaving:				
Date Started	Date Left	Name of Company		
Address (Street)		City	State	Zip Code
Phone	Supervisor	Supervisor's Position	Beg. Salary	End Salary
Job Title:				Job Type:
Duties:				
Reason for Leaving:				
NAME UNDER WHICH YOU ARE KNOWN TO EMPLOYERS OR SCHOOL ATTENDED, IF DIFFERENT FROM YOUR CURRENT NAME:				
SIGNATURE OF APPLICANT				DATE



Dallas County Community College District

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT - GENERAL RESPONSIBILITIES

The general responsibilities of adjunct instructors are defined in the Dallas County Community College District Board of Trustees Policies and Administrative Procedures Manual, Policy DJ (Local)

1. To meet all classes at the place and time specified.
 - a. The instructor must notify the appropriate office if the class meets at an alternate location.
2. To be well prepared for each class session.
3. To develop a college syllabus for each course section to be taught. A copy of the syllabus will be supplied for division records and made available to students. The instructor should use the college template for a course syllabus. Each syllabus should contain at least the following information.
 - a. Course name, number, and section
 - b. Instructor's name
 - c. Means available for the student to contact the instructor
 - 1) Instructor's e-mail address
 - 2) Division Office or other appropriate administrative office information. Notes and/or telephone messages will be placed in instructor's mailbox.
 - d. Required materials, including textbook to be used
 - e. Description of class attendance policy
 - f. Description of grade determination procedure
 - g. Description of the number and type of examinations to be given
 - h. Description of other assignments, when due, and how the assignments will be available
 - i. Statement of course outcomes/objectives
 - j. Other information required by the college or division
4. To check the assigned mailbox and e-mail before each class period.
5. To certify student attendance by the appropriate deadline.
6. To certify and submit final grades in accordance with the deadlines and guidelines established by the Registrar.
7. To maintain accurate electronic gradebooks in accordance with the guidelines established by the academic Vice President and to file the gradebooks with the appropriate office by the established deadline.
8. To be familiar with the contents of handbooks, instructional resource guides, pertinent federal and local policies, and other items of information which are distributed for faculty use, including:
 - a. Student Code of Conduct, located at <https://www.dcccd.edu/cat0102/ss/conduct.htm>
 - b. FERPA, located at <https://www.dcccd.edu/pages/privacysecurity.aspx>
9. To enforce district and college policies and procedures.
10. To participate in staff development activities that are agreed upon by you and your supervisor.
11. If the instructor is unable to attend class, the faculty member must notify the appropriate office. The instructor will be required to arrange for class assignments and/or instruction in consultation with the appropriate supervisor.

I have read and agree to the above statements.

Instructor Signature: _____

College Administrative Signature: _____