

Hiring Process – Dual Credit Instructors

Preface: According to SBOE Rules relating to accelerated learning opportunities in Idaho (*SECTION: III. POSTSECONDARY AFFAIRS SUBSECTION: Y. Advanced Opportunities, December 2005*), prospective high school teachers may be selected to work with a college/university as a dual credit instructor in one of two ways:

1. The prospective high school teacher is appropriately credentialed according to K-12 Idaho Standards and has a master's degree in a necessary content area as specified by the local academic department of a participating college/university
2. The prospective high school teacher is appropriately credentialed according to K-12 Idaho Standards and is approved by the local academic department of a participating college/university based on review and acceptance of a professional vita.

The professional vita submitted for consideration must include, but is not limited to, a professional resume and copies of unofficial college transcripts.

Consideration and Selection Process: After the professional vita for a dual credit instructor is submitted to the Office of Instructional Administration (Instructional Dean for Off-Campus Education) it is passed on to the appropriate department chair for evaluation by his/her staff. The outcome is either (1) acceptance or (2) denial with explanation and a recommendation for additional coursework or training. Once an instructor has been approved by the appropriate department at the College of Southern Idaho the following things will occur. A denial is communicated to the high school teacher by either the Instructional Dean for Off-Campus Education or the Department Chair, depending on a recommendation from the Department Chair.

Hiring and Faculty Integration: Once a department chair informs the Office of Instructional Administration (Instructional Dean for Off-Campus Education) of a decision to accept a high school teacher as a dual credit instructor, the following chain of events will take place:

1. The Instructional Dean for Off-Campus Education informs the new dual credit instructor and his/her building administration of the hiring decision.
2. CSI hiring paperwork is sent to the new adjunct for completion, including access to the CSI faculty handbook, dual credit instructor agreement, and new dual credit teacher memorandum.
3. When CSI hiring has been received from the new dual credit adjunct and approved by campus administration, the Instructional Dean for Off-Campus Education will refer the new instructor back to the department chair for assignment of a CSI faculty mentor and to address questions relating to curriculum, assessments, and textbooks.
4. The newly hired dual credit instructor is integrated into professional and staff development activities with their affiliated academic department at the College of Southern Idaho.