



**FAIRLEIGH
DICKINSON
UNIVERSITY**

Early College Dual Enrollment Program

HIGH SCHOOL FACULTY NOMINATION AND REVIEW POLICY

(Appendix C)

Faculty with credentials comparable to FDU adjunct professors are eligible for non-probationary approval. Faculty without such credentials but who are otherwise qualified may be eligible for probationary approval.

High Schools will recommend HS faculty members to serve as approved instructors as part of the Program. HS faculty must be vetted and deemed academically qualified by FDU to participate in the Program.

For Non-Probationary approvals, instructor qualifications must include one or more of the following:

- HS faculty member holds a master's or other advanced degree (JD, Ph.D.) in the academic subject they will be teaching, OR
- HS faculty members hold a bachelor's degree in the academic subject they will be teaching and a master's or other advanced degree (Ed.D., Ph.D.) in education.

For Probationary approvals, instructor qualifications must include one or more of the following:

- HS faculty member holds a bachelor's degree in the academic subject they will be teaching, has 3 or more years of demonstrable teaching experience in that subject, and agrees to be mentored* by a member of the FDU faculty, or
- HS faculty member's credentials (degree, experience, other certifications or professional development activities or workshops) have been reviewed and approved by the HS principal and HS faculty member agrees to be mentored by a member of the FDU faculty.

Probationary approvals will be subject to additional review by the related FDU unit that houses the academic subject being requested.

Probationary approvals may become non-probationary upon HS faculty member (1) meeting the conditions required for non-probationary faculty or (2) upon the recommendation of the FDU Faculty Mentor following the HS faculty member's successful teaching of one Program course (either one semester or one full year in length)

All HS faculty serving as approved instructors, both probationary and non-probationary, must attend and participate in an Orientation session *prior to teaching an FDU Early College Program class*. The Orientation will address:

- a. FDU Early College Program policies and protocols;
- b. Expectations for teaching FDU Early College Program courses (instructional strategies, degree of rigor);
- c. FDU resources and Professional Development opportunities for FDU Early College Program Teachers;
- d. Aligning FDU Early College Program learning outcomes and assessment with School District requirements;
- e. The role of the FDU faculty mentor*

HS shall complete, and the principal shall,

- sign the FDU Early College Program Course Request/Teacher Nomination Form (Appendix D);
- verify that all information regarding a HS teacher's acceptance as a probationary or non-probationary faculty member to serve as an approved instructor is accurate and submit a current curriculum vitae to FDU.

*Mentors - The HS teacher serving as approved instructors must meet with an FDU faculty mentor at least 4 times over the duration of the course, including prior to the start of the term, the mid-point of the semester or academic year, prior to the end of the semester or academic year, and after the course has been completed.

The FDU faculty mentor will be available to support the HS teacher regarding course content, learning outcomes, assessment, pedagogy, and other topics relevant to the FDU Early College Program and relevant classes.