



**FAIRLEIGH
DICKINSON
UNIVERSITY**

Early College Dual Enrollment Program

Appendix C High School Faculty Nomination and Review Policy

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 high school faculty members to serve as approved instructors for the Early College Dual Enrollment Program. High school faculty credentials must be individually reviewed and deemed academically qualified by FDU to participate in this program.

Non-Probationary approvals: The instructor qualifications must include:

1. A master's or other advanced degree (JD, Ph.D.) in the academic subject they will be teaching.
- OR**
2. 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.

Probationary approvals: The instructor qualifications must include:

1. A bachelor's degree in the academic subject they will be teaching, with 3 or more years of demonstrable teaching experience in the same subject and agrees to be mentored* by a member of the FDU faculty.
- OR**
2. Professional credentials including a college degree, years of professional career experience, current subject knowledge, documented industry certifications, and, or a professional license with the review and approval of the high school principal and the high school instructor agrees to be mentored by an FDU faculty member.

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

Accredited FDU Programs require additional review of credentials in keeping with the standards and expectations of the relevant accrediting body. Courses which are part of an accredited program are labeled as such on the Appendix A, the Master Course List of Early College Dual Enrollment courses.

Probationary approvals may become non-probationary once:

1. The high school faculty member meets the conditions required for non-probationary faculty.
- OR**
2. Upon the recommendation of the FDU faculty mentor following the high school instructor's successful teaching of one Early College Dual Enrollment Program course, either one semester or one full year in length.

All high school faculty serving as approved instructors, both probationary and non-probationary, must register for, attend, and participate **annually** in one **Early College Dual Enrollment Program Orientation** session *prior to teaching an FDU Early College Program course*. The Orientation addresses:

- FDU Early College Program policies and protocols.
- Expectations for teaching FDU Early College Dual Enrollment Program courses including instructional information, in-depth projects, comprehensive assessments, a higher degree of rigor equal to college level course demands, and greater student personal development and responsibility.
- FDU Early College Dual Enrollment Program partnership expands educational resources, potential professional development opportunities, and the chance to work towards an advanced degree.
- FDU Early College Dual Enrollment Program courses are to mirror the learning outcomes, assessments, and experiences a student would complete on any one of our FDU campus locations.
- The role of the FDU faculty mentor.* Mentors are required for probationary teachers and optional for non-probationary teachers.

In cases where an FDU faculty mentor is required, the high school teacher must meet with the FDU faculty mentor at least four, (4), times over the duration of the Early College Dual Enrollment course:

- Prior to the start of the term.
- Near the mid-point of the semester or academic year.
- Prior to the end of the semester or academic year.
- After the course has been completed to debrief.

The FDU faculty mentor will be available to support the high school teacher with course content, learning outcomes, assessment, pedagogy, and other matters relevant to the FDU Early College Program Dual Enrollment courses.

High School Teacher Replacement:

In the event of an approved Teacher leave or retirement, the new teacher's resume and email must be submitted to earlycollege@fdu.edu for review and approval at least 30 days prior to the current teacher replacement.

In the event of an emergency approved Teacher leave, the replacement teacher's resume and email must be submitted within ten business days for completion of a new teacher review. If deemed necessary, the replacement teacher may be required to work with an FDU faculty mentor.