



Dual Enrollment/Concurrent Enrollment Faculty Standards Procedure

Procedure Number: 429P

Responsible Office: Human Resources

Forms: Form 105-095

Effective Date: 08/2015

Date Last Reviewed: 02/22/2024

1. Purpose

To ensure dual enrollment students have access to academic experiences at least as equally rigorous to those of traditionally enrolled students, the procedures below summarize key responsibilities of dual enrollment instructors and their NOVA Dual Enrollment Faculty Liaisons.

2. Definitions

N/A

3. Procedure

New dual enrollment instructors are required to attend a course-specific training with their Faculty Liaisons prior to teaching a college course. On an annual basis, all dual enrollment instructors are required to participate in discipline-specific professional development guided by their Faculty Liaison. Dual enrollment instructors are also required to host their Faculty Liaison for a classroom visit at least once per academic year. These processes are informed by faculty requirements as outlined by the National Association of Concurrent Enrollment Partnerships (NACEP).

A. Initial Course-Specific Training

1. NOVA Dual Enrollment Faculty Liaisons, or other appropriate NOVA faculty members, will provide a course-specific training for all new dual enrollment instructors in the liaison's field before any new instructor begins teaching.
2. The Faculty Liaison will submit relevant materials, including but not limited to a meeting agenda, attendance record, and/or New Instructor Training Checklist, to the Office of Dual Enrollment for compliance tracking.
3. If the NOVA Dual Enrollment Faculty Liaison does not conduct an initial course-specific training, the Director of Dual Enrollment shall inform the supervising dean, while copying the liaison, to request assistance in ensuring the training is completed prior to the start of the semester in which the course will be taught.

4. If the dual enrollment instructor does not attend the initial course training, the Director of Dual Enrollment shall inform the high school partnership principal and the dual enrollment instructor, detailing the concern. The dual enrollment instructor will not be eligible to teach in the dual enrollment program until the training has been completed.

B. Dual Enrollment Instructor Discipline-Specific Professional Development

1. The NOVA Dual Enrollment Faculty Liaison will contact each dual enrollment instructor for whom the liaison is responsible to establish a schedule for the annual discipline-specific professional development session. Professional development may be provided in person or through remote learning methods.
2. The NOVA Dual Enrollment Faculty Liaison will either provide the discipline-specific professional development or will have the dual enrollment instructor attend discipline-specific professional development provided for a group of dual enrollment instructors. Alternatively, the NOVA Dual Enrollment Faculty Liaison may approve externally-provided, discipline-specific professional development, such as industry training seminars, national conferences in the discipline, graduate courses in the discipline, or professional development offered by NOVA.
3. The Faculty Liaison will document the dual enrollment instructors who attend each professional development activity and will note any instructors who are out of compliance. The liaison will provide this documentation to the Office of Dual Enrollment before the end of the academic school year.
4. For each discipline-specific professional development offered, the Faculty Liaison will submit relevant materials including articles read, Canvas documentation, discussion notes, and/or a detailed agenda to the Office of Dual Enrollment in addition to the attendance information required in 3, above. The Office of Dual Enrollment shall track all discipline-specific professional development offered to dual enrollment instructors annually via the DualEnroll system.
5. If a NOVA Faculty Liaison does not provide discipline-specific professional development by the end of the academic year or make arrangements for an alternate method of meeting the training requirement, the Director of Dual Enrollment shall inform the supervising dean, and the Liaison, of non-compliance. Following this notification, the Faculty Liaison, supervising dean, and Director of Dual Enrollment shall confer to identify a solution to the issue.
6. If the dual enrollment instructor fails to attend the professional development conducted or provided by the NOVA Faculty Liaison or any alternative options, the Director of Dual Enrollment will inform the high school partnership principal and copy the dual enrollment instructor. The dual enrollment instructor will have one additional semester to complete the required professional development. If the dual enrollment instructor does not complete the professional development by the end of the subsequent semester, the instructor may not be permitted to teach additional NOVA dual enrollment classes.

C. Dual Enrollment Instructor Annual Observation Requirement

1. The NOVA Dual Enrollment Faculty Liaison will contact each dual enrollment instructor for whom the liaison is responsible to schedule a classroom observation date. This may be in the

fall semester or the beginning of the spring semester, depending upon when the course is scheduled.

2. The NOVA Dual Enrollment Faculty Liaison will conduct the observation following the guidance provided in the Dual Enrollment Faculty Liaison Checklist.
3. Form 105-095 or other equivalent form will be utilized. The completed form is submitted into the [DualEnroll system](#), and the Dual Enrollment Instructor will confirm the site visit report is acceptable as provided. Form 105-095 can be exported by the division's administrative assistant to initiate signatures from the Associate Dean and Dean. The Office of Dual Enrollment will track compliance.
4. If the Dual Enrollment Instructor has concerns or questions about the site visit, concerns or questions can be noted in the DualEnroll system by returning to the reviewer with comments. The Faculty Liaison will follow up with the dual enrollment instructor to provide further feedback and discuss concerns and/or areas needing improvement. A follow-up observation will be scheduled if there are significant areas of concern.
5. If a NOVA Dual Enrollment Faculty Liaison does not observe the assigned dual enrollment instructor(s) before the end of the school year, the Director of Dual Enrollment will notify the supervising dean, the Associate Dean and the liaison that this requirement was not met. A meeting will be conducted to determine the reason for the non-compliance. If a Faculty Liaison is unable or unwilling to meet the obligations of the position, the position will be assigned to another liaison.
6. If the dual enrollment instructor obstructs or refuses the intended observation by the NOVA Dual Enrollment Faculty Liaison, the Director of Dual Enrollment shall inform the high school partnership principal and the dual enrollment instructor that this is unacceptable. All attempts will be made to arrange the observation prior to the end of the academic year. The instructor may not be eligible to teach in the dual enrollment program until a satisfactory observation has been conducted and a meeting held with the high school partnership principal and dual enrollment instructor to discuss the importance of compliance with all NOVA policies.