

## COMMUNITY COLLEGE OF DENVER

Title: Concurrent Enrollment Adjunct Instructor Requirements

Guideline #: INST – 21

Approved: January 7, 2016  
August 9, 2017

References: National Alliance of Concurrent Enrollment Partnerships - Accreditation Standards  
CCD Faculty Handbook  
HLC Determining Qualified Faculty

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### 1. PURPOSE

These guidelines detail the process for a high school teacher to become a Community College of Denver (CCD of College) concurrent enrollment adjunct instructor to teach concurrent enrollment classes at a high school campus. The guidelines also detail the process and responsibilities for remaining in good standing or to be placed in a status of non-compliance that could result in termination of adjunct status with the college. The guidelines listed below meet the Higher Learning Commission (HLC) and National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation standards and are consistent with CCD policies for adjunct instructors.

A high school teacher may be approved as a CCD concurrent enrollment adjunct instructor; however, the teacher will only be connected to a concurrent enrollment class once it is officially set up

as a CCD class. Concurrent enrollment classes will be established at the high schools based on formal requests made to the College Pathways office and based on high school, district and CCD departmental approval. All classes must meet the minimum number of contact hours required for the course and must use CCD approved concurrent enrollment teachers.

## 2. APPLICABILITY

These guidelines apply to all high school teachers who apply to CCD to teach concurrent enrollment classes at a high school campus and to active high school teachers serving as concurrent enrollment adjunct instructors who are teaching CCD classes at a high school campus.

## 3. DEFINITIONS

Concurrent Enrollment Adjunct Instructor – High school teacher who meets the hiring qualifications of and has been approved by CCD to offer concurrent enrollment college courses at a high school campus using CCD syllabus, books, software, materials, curriculum and academic outcomes.

## 4. GUIDELINES

### a) Approval

1. A high school teacher who would like to be considered to become a CCD concurrent enrollment adjunct instructor to offer concurrent enrollment college classes at the high school campus must first complete an online application of employment to CCD and attach electronic copies of resume, transcripts, CTE credentials (if appropriate) and any other relevant documents. Concurrent enrollment

adjunct instructors must meet the same minimum hiring qualifications as all adjunct instructors as outlined by CCD policy, consistent with Higher Learning Commission standards.

2. If qualified after the initial screening, the candidate will be invited to CCD for an individual interview with the appropriate Department Chairperson or designee. The candidate will be approved following the same standards that would be used for hiring a candidate to teach classes as a paid instructor at CCD.
3. If moved forward after the interview, the candidate will complete all of the required HR forms and background checks for final hire, except for any forms that are required to pay an instructor. Because concurrent enrollment adjunct instructors teach during their regular school day and receive pay from their school or district, they are not paid by CCD to teach the college course.
4. The hiring process is complete when the candidate is given an S number. The College Pathways office will send a letter to acknowledge the status of the teacher as a concurrent enrollment adjunct instructor and will copy the appropriate CCD Department Chairperson prior to the beginning of the first concurrent enrollment class.

b) Responsibilities

1. Concurrent enrollment adjunct instructors will be required to complete an online orientation prior to teaching the first college class.

2. Concurrent enrollment adjunct instructors are required to teach the CCD class using a CCD formatted and approved syllabus following the CCD book, software and any associated teaching materials. Concurrent enrollment adjunct instructors must follow the academic standards including, but not limited to the grading and attendance policies, academic integrity policy and student code of conduct for their students. Concurrent enrollment adjunct instructors must participate in CCD department assessment practices and curriculum development as specified by the respective CCD department.
3. Concurrent enrollment adjunct instructors will be observed teaching at their high school on the same schedule as all CCD adjunct instructors. They will be offered the same feedback and post-observation conference opportunities as all adjunct instructors.
4. Concurrent enrollment adjunct instructors must communicate the process for students to complete evaluations of instruction consistent with the process used on campus.
5. Concurrent enrollment adjunct instructors will be required to participate in professional development opportunities that are offered by their respective department(s) at CCD. If there are questions about content, curriculum or other matters, concurrent enrollment teachers must proactively communicate with the college.
6. Concurrent enrollment adjunct instructors are required to verify that the class rosters are correct and must submit

grades at the end of the semester in the CCD Banner Student Information System.

7. Concurrent enrollment adjunct instructors must meet the same or equivalent requirements for the student use of D2L in their concurrent enrollment classes as specified by CCD or the respective CCD department. Full use of D2L is strongly encouraged.
8. Concurrent enrollment adjunct instructors must ensure that accommodations for students with disabilities follow the college standards which may differ from those of the high school.

c) Non-compliance

1. A concurrent enrollment adjunct instructor may fall into non-compliance for the following reasons:
  - i. Failure to complete the required concurrent enrollment online orientation.
  - ii. Failure to comply with CCD college-wide and/or CCD departmental guidelines; including but not limited to academic integrity, grading and attendance policies and student code of conduct or participation in department assessment practices and curriculum development.
  - iii. Failure to meet CCD classroom expectations; including but not limited to approved CCD syllabus, curriculum, pedagogical and instructional philosophy and standards.

- iv. Failure to participate in professional development opportunities presented by the college at least one time per academic year, or two semesters if teaching non-continuously.
  - v. Failure to communicate effectively with the respective CCD department chair or designee.
2. If a concurrent enrollment adjunct instructor is found to be in non-compliance, the respective CCD Department Chairperson reserves the right to terminate the adjunct status of the teacher. Although this would normally occur following the process below, based on the severity of the non-compliance, CCD reserves the right to revoke the adjunct status of a concurrent enrollment teacher immediately based upon the discretion of the CCD department chair and approval of the respective academic dean and provost. The process for non-compliance will include written, formal notice sent to the concurrent enrollment adjunct instructor and copied to the College Pathways director and appropriate school/district administrator that will detail:
- i. The standards that are expected from CCD.
  - ii. Evidence demonstrating how the standards are not currently being met.
  - iii. What is required for the standard to be met.
  - iv. A timeline for the standard to be met.

- v. A consequence, which may include termination of CCD adjunct status, if the standard is not met by the stated timeline.