

Concurrent Enrollment Faculty Liaison

Position Overview:

The Concurrent Enrollment Faculty Liaison will serve as a critical link between Weber State University (WSU) and partnering high schools. This role ensures that concurrent enrollment courses offered in high schools maintain the academic rigor and integrity of WSU's curriculum. The liaison will provide mentorship, oversight, and support to high school instructors, ensuring a seamless integration of university-level courses within the high school setting.

Key Responsibilities:

- Review and approve course proposals from high school instructors aiming to teach concurrent enrollment courses, ensuring they meet WSU's academic standards.
- Review instructor qualifications.
- Provide department-specific onboarding training for new high school instructors.
- Provide orientation on course curriculum, assessment criteria, and course philosophy to high school instructors.
- Ensure that concurrent enrollment courses align with WSU's pedagogical, theoretical, and philosophical orientations.
- Serve as the primary contact point for high school instructors in your department including providing instructors with current sample syllabi, sample exams, and other course materials.
- Conduct regular classroom observations to assess instructional quality and adherence to WSU standards.
- Provide constructive feedback to instructors based on observations and student evaluations.
- Organize and lead annual professional development workshops focusing on course integrity, grading standards, pedagogy, and relevant subject matter.
- Facilitate ongoing mentorship and communication, keeping instructors informed about departmental updates and academic resources.
- Ensure that student assessments in concurrent enrollment courses are consistent with those in on-campus sections.
- Address and rectify any issues related to program noncompliance, implementing corrective actions as necessary in concert with the Executive Director for High School Dual Enrollment.
- Keep current on updates from the WSU High School Dual Enrollment Area.
- Ensure documentation to maintain accreditation compliance including periodically updating alignment documents with high school curriculum.
- Handle situations involving academic grading and policies.

Suggested Course Release and Stipend:

One course release per semester with a \$2500 annual stipend paid by the department's concurrent enrollment funds. This is a suggestion, as each department operates differently and has different resources. It is ultimately the department chair's discretion to determine compensation.

Checklist for Faculty Liaisons

New Faculty Liaisons - Before School Starts

- ☐ Complete New Faculty Liaison Onboarding with High School Dual Enrollment
- ☐ Email concurrent@weber.edu to request access to MyCE.

All Faculty Liaisons - Before School Starts

- ☐ Check to make sure all course proposals have been reviewed in MyCE
- ☐ Conduct department onboarding for all new CE instructors
- ☐ Review CE course Canvas shell content to ensure it is updated
- ☐ Add CE instructors to shell courses in Canvas
- ☐ Email CE instructors to introduce them to the new academic year and provide any guidance that would help them be successful

All Faculty Liaisons - During the Academic Year

- ☐ Attend monthly faculty liaison meetings
 - First Tuesday of each month from 3:00 - 3:50 pm via Zoom
- ☐ Review and approve or deny course proposals when they open
 - January 15 - April 15 for the entire academic year requests
 - September 15 - November 1 for Spring requests
 - Things to look for when reviewing course proposals
 - Meets teacher qualifications
 - Enrollment caps (if the course has any)
 - Updated syllabus for the course
 - Lecture schedule
 - [Signature Assignment](#) for courses designated with a GE designation (needs to be labeled as "Signature Assignment," assignment needs to be submitted in WSU Canvas, and needs to meet the General Education Learning Outcomes (GELOs))
- ☐ Conduct site visits
 - One site visit within the first year for a new instructor and then every three years after that
- ☐ Attend Professional Development (PD) Night and host department breakout session (March)
- ☐ Reach out to CE instructors to have their students complete their course evaluations at the end of the semester

- ☐ Review Right of First Refusal (RFR) requests
- ☐ Handle student issues that have to do with grading and department policies
- ☐ Handle CE instructor issues if they are not complying with expectations and standards
- ☐ Submit accreditation data annually
- ☐ Share end-of-semester student course evaluations with the high school instructor
- ☐ Complete the Concurrent Enrollment Master List (CEML) process when applicable
 - The Executive Director will notify you if your course needs to go through the CEML process