Concurrent Enrollment Faculty Liaison

Position Overview

The Concurrent Enrollment (CE) Faculty Liaison will serve as a critical link between Weber State University (WSU), the High School Dual Enrollment (HSDE) Team, 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

Curriculum & Academic Oversight

- Evaluate and approve course proposals and instructor qualifications to ensure alignment with WSU academic standards.
- Maintain pedagogical, theoretical, and philosophical consistency between concurrent enrollment and on-campus courses.
- Verify that student assessments and grading standards remain consistent with university-level expectations.

Instructor Support & Mentorship

- Lead department-specific onboarding and orientation for new instructors, focusing on curriculum and assessment criteria.
- Provide ongoing mentorship and serve as the primary departmental contact for high school faculty.
- Distribute current instructional materials, including sample syllabi and course shell(s) in Canvas.
- Conduct regular classroom observations and provide constructive feedback to enhance instructional quality.
- Organize annual professional development workshops on pedagogy and subject-specific advancements.

Program Administration

- Collaborate with the Executive Director for High School Dual Enrollment to address noncompliance and policy issues.
- Manage accreditation compliance documentation and periodically update curriculum alignment records.

- Stay informed on administrative updates from the WSU High School Dual Enrollment Area.
- Oversee academic grading disputes and general policy adherence.

Suggested Course Release and Stipend

One course release per semester, with a $ 2,500 annual stipend paid from the department's concurrent enrollment funds. This is a suggestion, as each department operates differently and has different program sizes. **It is ultimately the department chair's discretion to determine compensation.**

Checklist for Faculty Liaisons

New Faculty Liaisons: Pre-Semester

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

All Faculty Liaisons: Pre-Semester

- ☐ Conduct course-specific training and department onboarding for all new CE instructors
- ☐ Review CE course Canvas shell(s) 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: Academic Year Tasks

- ☐ Attend monthly faculty liaison meetings
    - First Tuesday of each month from 3:00 - 3:50 pm via Zoom
    - If you are unable to attend, review the meeting minutes that can be found in the calendar invite
- ☐ 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)
        - Current certification, if required
- ☐ 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 of HSDE will notify you if your course needs to go through the CEML process