

## Concurrent Enrollment High School Faculty Guidelines

The following information can also be found on the [UA Little Rock Early Credit](#) website.

The Concurrent Enrollment Program faculty member's role is to provide quality instruction on a collegiate level to the students they serve. As a representative of UA Little Rock, the CE faculty must adhere to the following guidelines:

### Professional Development

- **New faculty** must attend the New Faculty Orientation prior to teaching the CE courses.
- Attend **ONE** UA Little Rock CE Program and/or departmental Professional Development event per year.
- Correspond with UA Little Rock departmental CE Program liaison for Professional Development events and onsite observations.

### Course Delivery

- Clearly format syllabus and include all University requirements as well as departmental and course learning outcomes.
- Submit UA Little Rock comparable course syllabi to University Department Chairperson/Liaison and copy the UA Little Rock Concurrent Enrollment office before the 1st day of the semester (if year-long courses only submit in the fall).
- Make forms, syllabus, and all necessary class materials easily accessible for students.
- Set academically rigorous expectations for students.
- Provide accommodations to the exceptional population.

### Course Grading and Assessment

- Use grading scale as prescribed by the University Department Chair/Faculty Liaison.
- Submit grades by specified dates through BOSS account.
- Participate in assessment review and artifact collection as prescribed by the University department represented.

### Classroom Observations

- CE teachers will be observed and evaluated by University departmental liaisons once per year.
- CE high school courses and teachers will be evaluated by students, and information will be communicated to teachers and administrators.

### Noncompliance

If teachers are found in noncompliance to the Concurrent Enrollment High School Faculty Guidelines, the following disciplinary measures will be taken:

- First offense: Teacher and CE coordinators will be notified.
  - If after notification, the teacher is still under non-compliance
- Second offense: Formal written notification is sent to the High School principal/building level supervisor.
  - If after notifying administration the teacher is still found in noncompliance,
- Last offense: The teacher will not be reappointed as CE faculty.

### General Housekeeping

- Check **BOSS** class rosters for verification of CE student enrollment on the following days:
    - By noon on the 10th day of the UA Little Rock semester
    - October 15<sup>th</sup>
    - November 15th
  - Report findings of roster discrepancies to the High School CE Coordinator immediately.
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### BOSS Login in Instructions

In BOSS, faculty can review their UA Little Rock rosters and enter final grades. Students also have BOSS account where they can view courses, transcripts, properly attend to their student financial account, and much more. To access BOSS, please follow the directions below.

1. Access your **BOSS** account at [boss.ualr.edu](http://boss.ualr.edu)
2. Click on **Secure Login**
3. Put in your T# – include the T – For Example: **T12345678**
4. It will immediately prompt you to reset your PIN, after resetting your PIN, please make note of that number. You will always need your PIN when logging into BOSS.

Note: Courses are term specific. Students cannot see their “year Long” courses on BOSS in the spring until the grading period reopens for final grades.

### Useful information

To assist your students who wish to view their transcripts in the **STUDENT BOSS** account encourage them to follow the aforementioned log in instructions, then:

- Choose the “student services” tab then “student records.”
  - Under student services, choose “view unofficial transcript” or request a transcript.

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Please complete and return this page to the Concurrent Enrollment staff ([earlycredit@ualr.edu](mailto:earlycredit@ualr.edu)) by the first day of school.

I, \_\_\_\_\_, have read the University of Arkansas at Little Rock Concurrent Enrollment Program Teacher Guidelines and understand my roles and responsibilities as stated. I also understand that if I am found in noncompliance of these guidelines, I will not be reappointed as a UA Little Rock Concurrent Enrollment faculty member and will lose my UA Little Rock guest faculty privileges.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
School

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date