

## **Concurrent Enrollment Department Chair/Liaison Roles and Responsibilities**

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

The role of the UA Little Rock Department Chair/Liaison for Concurrent Enrollment is to provide quality collegial support and guidance to the CE partnering high school faculty. In this role the UA Little Rock Department Chair/Liaison will review syllabi, maintain correspondence with high school faculty, participate/facilitate professional development, and make an annual site visit to CE high school faculty members.

### **Professional Development Facilitation**

Each University Department Chair/Liaison must facilitate discipline specific professional development for High School CE faculty members teaching in for their department. This professional development occurs as follows:

- Orient new CE teachers prior to course instruction
- Review course syllabi to ensure the expectations of the University requirements and course learning outcomes are embedded
- The annual summer professional development forum
- Face-to-face professional development- primarily for teachers unable to attend summer PD
- On-going support via email, online forums, phone conversations, or face-to-face interaction
- Annual onsite evaluation visits

If the HS CE faculty member teacher misses professional development, the University liaison must make the CE Coordinator aware and follow the protocol of non-compliance as stated in the faculty guidelines “non-compliance” section.

### **UA Little Rock Departmental Liaison Site Visit**

Each UA Little Rock Departmental Liaison **must** make one on-site visit to each High School CE faculty member teaching a CE course in his/her department. For the site visit the **UA Little Rock Departmental Liaison**:

#### **Prior to Site visit**

- Review the Concurrent Enrollment Faculty Guidelines
- Schedule the site visit with the High School CE faculty member

#### **During Site visit**

- Complete the site visits prior to spring break for UA Little Rock
- Complete the [On-line Site Visit Report Form](#)
- Be an observer
- Discuss findings with teacher

- If teacher is found in non-compliance- inform UA Little Rock CE Coordinator, and discuss a plan of action to bring the teacher into compliance
- If the teacher is in compliance, no action is necessary

As a representative of his/her department, the UA Little Rock Department Chair/Liaison for Concurrent Enrollment will complete and submit the online evaluation form at the time of visit. Evaluation form results are directly communicated to the University CE office. During the visit the UA Little Rock Department Chair/Liaison for Concurrent Enrollment will verify that CE High School Faculty adhere to the **following CE Teacher 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**

- Make forms, syllabus, and all necessary class materials easily accessible for students.
- Submit UA Little Rock comparable course syllabi to University Department Chairperson/Liaison and copy the UA Little Rock Concurrent Enrollment Coordinator by the 1<sup>st</sup> day of the semester (if year-long courses only submit in the fall).
- Set academically rigorous expectations for students.
- Provide accommodations to the exceptional population.

#### **Course Grading**

- Use grading scale as prescribed by the University Faculty Liaison.
- Submit grades by specified dates through BOSS account.

#### **Classroom Observations**

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

#### **Noncompliance**

- If teachers are found in noncompliance to the UA Little Rock CE Teacher 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.