



# CEP Adjunct Application Checklist

High school instructors seeking approval to teach CEP courses must meet the qualifications and complete the following steps:

**Teacher Qualifications:** Arts & Science = Master's degree, with a minimum of 18 graduate credit hours in the subject area taught  
Career & Technical = 3 years experience and/or 6,000 hours

## Application Steps:

- Submit an Adjunct Faculty Information Sheet, obtained through the Office of Academic Affairs.
- Submit transcript(s) and/or resume:
  - To teach Arts & Science courses, submit official college transcripts.
  - To teach Career & Technical courses, submit a resume to document 3 years and/or 6,000 hours work experience in the field.

## Mail materials to the appropriate campus:

Ellsworth Community College  
Attn: Amanda Estey  
1100 College Ave  
Iowa Falls IA 50126

Marshalltown Community College  
Attn: Dr. Patrick Kennedy  
3700 S. Center St  
Marshalltown IA 50158

Iowa Valley Grinnell  
Attn: MaryAnne Nickle  
123 6<sup>th</sup> Ave W.  
Grinnell, IA 50112

Once all materials have been reviewed, applicants will be contacted with approval or denial of the CEP Adjunct position request. New CEP Adjuncts will be assigned a Faculty Liaison and will attend an on-campus orientation. The training session will involve a CEP overview and planning time with the Faculty Liaison to discuss the syllabus and course content. The orientation will also provide information for submitting student grades and other college policies.

A course syllabus must be submitted annually to the Office of Academic Affairs (a template is available upon request).

Throughout the year you'll maintain contact with your Faculty Liaison. He/she will complete a site visit and a course checkpoint. The Office of Academic Affairs will offer ongoing professional development opportunities to support you as a CEP Adjunct faculty member.