



# CEP Adjunct Requirements

## New CEP Adjuncts

- CEP Adjunct submits Adjunct Faculty Information Sheet and transcript(s)/resume to the Office of Academic Affairs (see CEP Adjunct Application Checklist).
- Coordinate with appointed Faculty Liaison to discuss course syllabus, textbook selection, assessment methods, etc.
- Attend **new** CEP instructor orientation.

## Faculty Liaison

- Each CEP Adjunct is paired with a Faculty Liaison who teaches within the same discipline.
- The Liaison ensures that the quality and academic rigor of courses taught in the high school are comparable to courses taught on campus.
- Faculty Liaisons serve as a resource by answering questions and providing department updates. Both sides benefit through shared teaching styles and materials.

## Annual Reviews

- Submit course syllabus and paired assessments to the Office of Academic Affairs.
- Complete **Course Checkpoint** with Faculty Liaison to verify that proper textbooks, syllabi, assignments, grading, and curriculum are being followed.
- **Site visit** by Faculty Liaison to observe instructional quality and determine that the CEP course is on schedule with the equivalent College course.
- Instructor survey completion to gauge effectiveness of CEP through evaluation of processes and outcomes (every three years).

## Professional Development

- Annual, discipline-specific professional development activities located at the College and possible online course topics.
- All professional development activities are tracked through the Office of Academic Affairs. Documentation and recordkeeping procedures are the same for CEP Adjuncts as for other College instructors.