Concurrent Enrollment Program
Instructor Approval Request Form

Date:_____

Name:_____ DOB_____
Last *First* *MI*

District Information

School:_____ District:_____

School Contact:_____ Phone:_____

Contact E-mail:_____

Instructor Information

Home Address:_____
Street *City* *State* *ZIP*

Personal Phone: _____ School Phone: _____

Personal E-mail:_____

School E-mail:_____

Number(s) and Title(s) of Course(s) you wish to be approved to teach:

_____

_____

_____

_____

Candidate Checklist

These items must be included with this letter in order to begin the certification process. All items must be current and legible. Transcripts and certification(s) may be unofficial or official.

- ☐ Current Resume, Curriculum Vitae, and/or Portfolio
- ☐ Undergraduate Transcript(s)
- ☐ Graduate Transcript(s)
- ☐ Career and Technical Education (CTE) certification, if applicable
- ☐ Aims Application of employment submitted (visit www.aims.edu, click on Jobs @ Aims)
- ☐ Other information relevant to instruction:
  _____

Instructor agrees to the following, if approved:

Application, Qualifications, and Follow-up

- Meet the academic qualifications. Qualifications can vary by program. The preferred qualification is a master's degree in the field or a related field from a regionally accredited institution. Teaching

experience at the postsecondary level is preferred, but not required. Credentials will be evaluated by the appropriate academic department head for approval.

- Meet with department head (or designee) for curriculum and course requirements.
- Participate in Concurrent Enrollment Instructor Training and Information Session prior to start of the Academic Term. Additional requirements may be imposed by the department head for training and/or professional development.
- Aims Community College department head (or designee) may visit classroom for observation and evaluation as part of the instructor approval and/or re-accreditation process.

Course Delivery

- Uphold the goals, policies and procedures of Aims Community College and academic program. This includes conducting the course with college-level expectations for academic achievement and demonstrated skills. It is expected that all courses will meet the same academic requirements as those courses taught by full-time faculty members, and that Instructors agree to teach according to the course expectations (e.g., syllabus, schedule, content, assessment of student learning outcomes, pedagogy, grading system, administrative responsibilities) articulated by Aims Community College academic program faculty and staff. In so doing, all sections of a course will meet the same level of academic rigor, classroom behavior, and curriculum standards. Texts and other instructional materials are identified by Aims Community College chairs and/or faculty members for each course; a complimentary desk copy can be obtained by contacting the program's chair or administrative assistant.
- Use the assigned Aims Community College email address for correspondence with students.
- Understand accountability for maintaining the privacy of student concurrent records as covered by the Family Educational Rights and Privacy Act (FERPA).
- Check the course roster at the beginning of each semester to ensure that students are in appropriate courses and report any discrepancies to the program's coordinator or designee.
- Use the College's course evaluation system each semester, either using the paper form or arranging to use the online evaluation tool.
- Submit final grades according to established schedule.

Signature: _____ Date:_____

District Designee Signature: _____ Date:_____

(Designees are classified as a high school or school district administrator, principal, or counselor)

Send Materials to:

Aims Community College
Academic Pathways: Concurrent Enrollment
Dahl Gehle
PO Box 69
5401 W 20th Street
Greeley, CO 80632
Cornerstone 153
dahl.gehle@aims.edu
970-339-6504: Office
970-475-2377: Fax

Submissions Accepted Via:
~ E-mail
~ Fax
~ Mail
~ Personal Delivery