



FACULTY LIAISON RESPONSIBILITIES

All courses offered through Project EXCEL must have a VU faculty liaison. Faculty liaisons are VU faculty members who represent the respective departments that offer the college course being taught through Project EXCEL and who agree to serve in accordance with the responsibilities contained herein, guidelines as outlined in the Project EXCEL Policies and Procedure manual, and in accordance with NACEP accreditation requirements.

I. Planning and Conducting an Orientation Session: Faculty liaisons will plan and conduct an orientation session for each first-time assigned Project EXCEL faculty member. Approved Project EXCEL faculty members **MUST** complete an orientation session with the faculty liaison prior to teaching in the Project EXCEL program. An orientation session must be held to introduce the high school faculty member to Vincennes University's courses, philosophies, policies, and procedures. While group orientations are encouraged, please note that individual orientation sessions may be necessary for new adjunct faculty members who are unable to attend the group orientation session or are not approved prior to the group orientation session. While the preferred location of orientation sessions is on the VU campus, sessions may be conducted at a mutually agreeable location.

Topics to be addressed by the faculty liaison during the orientation session include, but are not limited to, the following:

- ◆ Textbooks required
- ◆ Goals and Objectives of the course
- ◆ Submission of syllabus
- ◆ Teaching methodologies
- ◆ Classroom activities
- ◆ Evaluation of student performance
- ◆ Topics related to maintaining the academic integrity of the course
- ◆ Audio visual aids available from VU
- ◆ Attendance and withdrawal policies
- ◆ Posting of final grades on the VU system (and submission to Mentor)

Faculty liaisons are responsible for submitting a list of topics addressed, list of attendees, and date of the orientation for each group or individual session that is completed to the Project EXCEL office.

II. Course Content/Program Requirements:

Faculty liaisons are responsible for:

- ◆ Providing high school faculty members information concerning course content, classroom activities, evaluation of student instruction, teaching methodologies, and topics related to maintaining the academic integrity of the course(s). The final decision as to whether the academic content of the Project EXCEL course meets University standards is the responsibility of the faculty liaison.
- ◆ Providing necessary materials to the Project EXCEL faculty member(s) if there is the expectation that a departmental examination is to be given for student assessment.
- ◆ Approving textbooks for use in Project EXCEL courses and for notifying the Project EXCEL office of the textbooks to be used so that desk copies can be obtained for the Project EXCEL faculty member(s).
- ◆ Responding to questions and providing recommendations for solutions to issues that may occur throughout the semester; office hours, office phone and e-mail address should be provided to the Project EXCEL faculty so that communication can be accomplished in a timely manner.

- ◆ Developing a web site or listserv to promote ongoing conversation and communication with the faculty at the various Project EXCEL sites.
- ◆ Attending periodic faculty liaison meetings on the VU main campus and assisting in the evaluation of Project EXCEL, including its policies and procedures and student learning outcomes.

III. Site Visits: Faculty liaisons are required to make a site visit to the Project EXCEL partner school annually per Project EXCEL instructor, per course. It is recommended that site visits be conducted during the fall semester unless the class only runs in spring. The purpose of this site visit will be to meet with the Project EXCEL faculty member and students and to participate in class discussion/activities, answer questions and provide information regarding Vincennes University and the Project EXCEL program. Faculty liaisons shall observe the adjunct faculty member in a classroom setting, discuss the course/lesson with the students, and meet with school officials as requested. ***The site visits are an excellent opportunity to introduce the students to Vincennes University and promote your programs.*** The faculty liaison shall provide feedback to the high school faculty member and must submit the “site visit report form,” located at the end of this document, to the director of Project EXCEL following this site visit.

Travel arrangements for site visits should be coordinated with Project EXCEL office. A VU car will be reserved through the Project EXCEL office for your travel. When overnight accommodations are required because of the distance of the site from the Vincennes campus, the Project EXCEL office will reimburse the faculty liaison for hotel and per diem; receipts must be furnished. The University travel regulations apply to Project EXCEL travel.

IV. Professional Development Session: Faculty liaisons must plan and conduct a professional development program annually for each subject for which he/she is responsible. It is recommended that the professional development sessions be conducted in the spring. This program shall be conducted for all Project EXCEL adjunct faculty members, be designed to maximize engagement and participation of faculty, and should include components related to various educational topics and/or the subject area being taught.

You may choose to hold your session in a variety of formats, including bringing in guest speakers, holding round-table discussions, participating in web or audio casts followed by group discussion, etc. Project EXCEL adjunct faculty members should be provided with the opportunity to talk about successes, concerns/challenges, and share ideas with their colleagues. It is also expected that the faculty liaison will utilize this time to present information about curriculum and/or textbook changes, new teaching methodologies, changes in University or departmental policies and procedures, and other information relating to the academic area.

Faculty liaisons are encouraged to coordinate professional development sessions within or among other departments/divisions (especially when utilizing outside speakers whose content may be useful to other participants). You may choose to utilize the available technology at VU to include faculty members who are unable to come to campus, so that they may participate in the professional development session from an outside location.

Faculty liaisons are responsible for submitting the agenda/topics to be covered and a listing of all attendees for each professional development session to the Project EXCEL office.

V. Mentor Compensation*:

***NOTE: New faculty liaison compensation guidelines are currently under review and pending final approval. The new guidelines will be in effect beginning with the 2009-10 academic year.**

A stipend is provided for serving as a faculty liaison and for completing the tasks outlined above. This stipend will be paid to the faculty liaison upon completion of all required orientations, school site visits, and professional development sessions during the corresponding academic year. Documentation of all orientations, site visits, and professional development sessions must be submitted for reimbursement.

Proposed Stipend Reimbursement:

New Orientation	Professional Development	School Site Visit
\$100 per session	\$150 per session	\$150 per site visit + 25 cents per mile over 100 miles round trip (per mile reimbursement paid with stipend compensation – not on travel voucher).



SITE VISIT REPORT

MENTOR INFORMATION

Name of Mentor:

Date of visit:

Time frame/duration of visit:

VU Car requested through Project EXCEL office: Yes No

If faculty's vehicle was used: Odometer reading start: end: total miles:

HIGH SCHOOL INFORMATION

Name of high school:

Course number:

Course section number:

Course name:

VISIT CONTACT INFORMATION

Name of Adjunct Faculty:

COMMENTS FROM VISIT

With whom did you meet? Students and Faculty Faculty without students Principal Guidance Counselor
 Other, please list:

Comments concerning your visit:

Comments concerning faculty member/students:

If needed, suggestions for improvement:

Date submitted to Project EXCEL Office: