Instructor Agreement

Project EXCEL
VINCENNES UNIVERSITY

The purpose of this agreement is to set out the terms and conditions of participation as an instructor for Vincennes University's dual credit program, Project EXCEL.

All approved Project EXCEL instructors must agree and adhere to all program guidelines and requirements as set forth by Vincennes University, Project EXCEL, and NACEP (National Association for Concurrent Enrollment Partnerships). Instructors shall follow all program requirements set forth in the <u>Project EXCEL Policies and Procedures</u> and as disseminated by the Project EXCEL office.

Project EXCEL instructors must agree and adhere to the following responsibilities. Teaching privileges may be revoked for any Project EXCEL instructor who does not comply with all policies, procedures, and requirements established by Vincennes University and Project EXCEL.

1. Submission of all required human resource paperwork prior to teaching a course through Project EXCEL, and as requested thereafter.

2. Participation in a required orientation session for each course with the designated faculty liaison, prior to teaching the course for dual credit. The instructor is responsible for contacting the faculty liaison to schedule the orientation session.

3. Ensuring that the high school has adequate facilities, equipment, and resources to support the Vincennes University Project EXCEL course prior to teaching the course for dual credit.

4. Ensuring that students enrolled in dual credit courses through Project EXCEL meet requirements for student eligibility, including junior/senior class standing and any applicable placement scores or course prerequisites.

5. Providing a copy (to both the faculty liaison and Project EXCEL office) of the course outline and syllabus, demonstrating equivalency for course content, objectives, assignments, grading standards, assessments, and outcomes as established for the corresponding course on the VU campus.

6. Utilizing textbooks and course materials as required and/or approved by the corresponding VU department Faculty Liaison. The instructor (or their high school representative) is also responsible for ordering instructor desk copies/course materials directly from the publisher.

7. Posting student grades electronically in accordance with the guidelines and time frames set forth by Vincennes University and Project EXCEL.

8. Promoting the dual credit opportunities available through Project EXCEL to all eligible students.

9. Distributing or providing access to the Project EXCEL student handbook and guide to enrolled students.

10. Submitting copies of student work, exams, assessments, and/or grades as requested by the faculty liaison and/or Project EXCEL office.

11. Providing students with class time, computer/internet access, and instructions to complete the course evaluation at the conclusion of each course/semester.

12. Retrieving all electronic correspondence sent by the Project EXCEL office from the email address(es) provided during the faculty approval process. The faculty member is also responsible for working with the school's information technology personnel to ensure that there are no firewall issues restricting the delivery of email correspondence from the Project EXCEL office.

13. Participation in periodic classroom visits with the designated faculty liaison, including a required visit during the first year in which the VU Project EXCEL course is taught for dual credit. Subsequent visits will be determined and scheduled by the faculty liaison and shall occur no less than every three years.

14. Participation in a required annual professional development session related to the course, subject area, and/or other educational topics deemed appropriate for the teaching of Project EXCEL courses. This session will be coordinated by the faculty liaison and participation is a requirement of NACEP, Project EXCEL's accrediting body.

15. If you are unable to teach the VU dual credit course and are likely to be absent for 10 consecutive days or more, you or another school representative must notify the Project EXCEL director immediately. Project EXCEL will consult with the school regarding the situation and, based upon the circumstances, will determine whether Vincennes University credit will still be available to students. A long-term substitute teacher with background and experience in the content area may apply for an emergency approval for the remainder of the semester or year in which the course is being taught. Once approved, Project EXCEL staff and faculty liaisons will work with the substitute teacher to ensure that the approved syllabus for the University course continues to be followed and that appropriate assessment and pedagogy is employed in the teaching of the course content.

16. Vincennes University currently provides an administrative stipend to Project EXCEL instructors based upon the number of unduplicated student enrollments as outlined in Section V of the Project EXCEL Policies and Procedures. This stipend is intended to compensate the instructor for the administrative responsibilities associated with the student registration process, not as compensation for teaching the course. ***In accordance with this stipend, instructors are responsible for ensuring all student registrations are completed accurately and thoroughly and for submitting all required paperwork by the designated due date.***

17. Project EXCEL instructors must abide by all guidelines as set forth in the Vincennes University Confidentiality/Non-Disclosure Agreement and in accordance with the college FERPA guidelines. Project EXCEL instructors may provide confidential student information to the school or to a student's parent provided that they have a consent form signed by the student that allows the information to be released to the individual or entity requesting the information.

My signature below indicates that I have read, understand, and will adhere to all Project EXCEL program requirements and the responsibilities as outlined above.

_____
Instructor Name (Please Print)

_____
High School or Career Center (Please Print)

_____   _____
Instructor Signature   Date

Revised 4.16.13