Quick Checklist for High School Faculty:

The Higher Learning Commission, Otero Junior College’s accrediting agency, strongly encourages academic faculty to have a master’s degree or a bachelor’s degree with 18 hours of graduate credit in the discipline area in which the faculty is assigned to teach college courses. Faculty assigned to occupational program courses are required to hold a current vocational certificate. All interested instructors must submit the following to Instructional Services at OJC:

_____ OJC Employment Application

_____ Credential Review form

_____ Official transcript (may be a copy) from each institution showing degree(s) awarded

_____ List of concurrent courses and descriptions for approval

_____ Written approval from high school principal (email note is acceptable)

The above materials should be mailed or hand-delivered to Instructional Services at OJC. Packets will be forwarded to the chair of the emphasis area for recommendation. After review from the chair, a letter is sent to the applicant and a copy to the counselor/lienon to notify of approval or denial. Applicants who are denied approval are free to visit with the colleges Dual Enrollment Coordinator or the appropriate chair to further discuss their qualifications.

Course Syllabus

All high school instructors teaching concurrent credit are REQUIRED to submit a course syllabus to Instructional Services prior to course start. Complete the following guidelines:

_____ Check Common Course Numbering system (www.cccs.edu) for course description and competencies of the course(s) you plan to offer. Check these every year as they may change.

_____ Follow the template (see page 11).

_____ Submit to Instructional Services by April 15th for fall semester and November 15th for spring semester.

_____ Make corrections if necessary and resubmit to Instructional Services.

_____ If no corrections are needed, make copies to give to those students who are taking your course as concurrent the first day of the semester.

_____ For additional duties as an instructor of concurrent courses, please see the timeline on page 12