

CiHS Faculty Liaison Checklist and Duties

Complete the following for each of your high school teachers:

- Course-specific New Teacher Training (for NEW teachers only, completed at or before in-service/prior to teaching)
 - Course-specific materials and agenda
 - Description written by Faculty Liaison of how new CiHS teachers are trained
 - Include names of those in attendance

- Classroom Observation (required for new CiHS teachers twice in first year, continuing teachers annually)
 - Work with CiHS teacher to schedule observation(s)
 - Complete Classroom Observation Form(s)
 - Sign and send to teacher and CiHS program staff

- Discipline-specific Professional Development (submit the following after Professional Development is completed):
 - Faculty Liaison – Attach any course-specific training materials, seminar materials, event minutes, conference reports, or individualized meeting summaries as necessary
 - Faculty Liaison – for each CiHS teacher attending the professional development activity, attach a statement explaining how the activity counts as professional development according to the parameters below:

For each discipline, a description written by the Faculty Liaison of how the example of the concurrent enrollment program's annual professional development further enhances course-content and delivery knowledge and/or addresses research and development in the field. This description should include the format, delivery method, frequency and an explanation of how annual professional development is distinct from new teacher training.

Complete the following for one of your high school teachers within your discipline:

- Statement of Equivalency demonstrating compliance with the NACEP Statement of Equivalency Guidelines (attached)
- Paired Work Evidence
 - Attach your syllabus and paired High School syllabus with a statement of how syllabi are reviewed, changed, and approved (not a stock answer) with course objectives highlighted
 - Attached paired assignment/assessment from High School class and your own (redact student name).

CiHS High School Faculty Liaison Agreement:

By signing below, I, _____
(print name)

acknowledge that I have read, understand, and agree to the CiHS Faculty Liaison Duties and Responsibilities which are included in the CiHS Faculty Liaison Handbook. I understand that I may not have the opportunity to mentor CiHS teachers in the future if I do not fulfill the faculty liaison responsibilities. Stipends will be paid at the end of the term upon receipt of all required deliverables.

Signature: _____

Date: _____