



SOUTH TEXAS COLLEGE

DUAL CREDIT FACULTY 4-STEP REVIEW PROCESS

There are **4** steps that school districts and prospective Dual Credit Faculty (DCF) need to follow to be reviewed for potential approval to teach Dual Credit courses for South Texas College.

APPLICATION DUE DATE: FALL SEMESTER-APRIL 1ST & SPRING SEMESTER-OCTOBER 1ST

Application Due Date may vary at the discretion of the Dual Credit Programs, please contact the Dual Credit Programs office for more information.

Refer to the Dual Credit Programs website: www.southtexascollege.edu/dual

or the *Dual Credit Program Instructional & Quality Standards Manual, Appendix J* for the detailed packet.

1

IDENTIFICATION & INITIAL REVIEW OF PROSPECTIVE DCF STC DUAL CREDIT PROGRAMS

Before South Texas College (STC) can begin an initial review of a prospective DCF applicant, the **Review Outcome Notification Acknowledgement Form** must be signed by both the applicant and high school principal and submitted to STC's Dual Credit Programs. School District (SD) and/or prospective DCF applicant can forward a copy of their transcripts to STC's Dual Credit Programs for initial review with the signed acknowledgment form.

If the prospective applicant does not have the minimum required credentials:

- The department chair will confirm the initial review by STC's Dual Credit Programs
- The department chair will notify the respective STC division dean and STC's Dual Credit Programs staff of the initial review outcome
- The prospective applicant will be given written notification by STC's Dual Credit Programs that they do not meet the minimum requirement to teach at STC

If the applicant does have the minimum required credentials:

- The department chair will confirm the initial review by the STC's Dual Credit Programs
- The department chair will notify the respective STC division dean and STC's Dual Credit Programs staff of the initial review outcome
- Applicant will be given written notification by STC's Dual Credit Programs that the process can move forward

2

SUBMISSION OF APPLICATION TO SOUTH TEXAS COLLEGE

Applicant is contacted by the STC's Dual Credit Programs and is informed to complete the interview packet that will include the STC application, resume, references, copy of transcript(s) (undergraduate and graduate), letter of intent, and any certifications, awards, and documents related to their professional experience.

- Thereafter, the applicant meets with STC's Dual Credit Programs staff for preliminary interview
- Afterwards, the STC's Dual Credit Programs staff will set up an interview for the applicant with the departmental chair/committee

3

REVIEW BY DEPARTMENTAL CHAIR & COMMITTEE

After the departmental review and interview is completed:

If the applicant is recommended

- Applicant will be notified that they have been recommended
- **Intent to Hire** form along with applicant's documents will be sent to HR

If the applicant is not recommended

- The department chair will notify the respective STC division dean and STC's Dual Credit Programs staff of the outcome
- Applicant will be given written notification by STC's Dual Credit Programs that they did not receive a recommendation

4

REVIEW BY THE OFFICE OF HUMAN RESOURCES

After complete documents have been submitted to HR by the departmental chair, along with **Intent to Hire** form, HR will complete its review.

If cleared by HR

- New DCF will complete the required paperwork, will be assigned an STC ID# and email account
- DCF can begin teaching college dual credit courses when scheduled
- Complete 3 required Blackboard (STC's Learning Management System) Trainings

If not cleared by HR:

- Applicant will be informed of the reason