



**CHANDLER-GILBERT
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

Dual Enrollment Instructor Packet

Dear Dual Enrollment Instructor:

Thank you for your interest in teaching Dual Enrollment courses for Chandler-Gilbert Community College (CGCC). CGCC partners with East Valley high schools to offer dual credit for academic and occupational classes. Dual Enrollment courses are held on high school campuses and are taught by high school instructors who have met community college hiring qualifications. By offering the Dual Enrollment option, we strive to ease the transition from high school to college and to increase the number of college-bound high school students in our community.

Effective Fall 2011, CGCC became the Dual Enrollment Coordinating College for your school district. Please complete each of the following and submit to your High School Dual Enrollment Liaison by **mid-April** for consideration for the following academic year.

- Dual Enrollment Course Information Form**
- Dual Enrollment Instructor Application**
- Signed Expectations of High School Instructors Teaching for Dual Enrollment**
- Resume**

Your high school liaison will have your transcripts sent from your District Office. Once the instructor packet has been received and processed, a CGCC Faculty Supervisor will contact you.

Thank you again for your willingness to partner with CGCC to provide dual credit opportunities for your students. Please contact us if you have any questions. We look forward to collaborating with you.

Gabriela Rosu
Dean, Instruction
Chandler-Gilbert Community College
480.732.7012
gabriela.rosu@cgc.edu

Carol Crane
Manager, Dual Enrollment
Chandler-Gilbert Community College
480.732.7006
dualenrollment@cgc.edu



Dual Enrollment Instructor Application

Qualifications can be found [here](#).

Academic Courses	Occupational Courses
➤ Master’s in subject	➤ Criteria for academic courses OR
➤ Master’s plus 18 graduate semester hours in the subject area	➤ Bachelor’s plus 3 years’ work experience in the subject area
	➤ Associate’s degree or 64 semester hours plus 5 years’ work experience in the subject area
	➤ 5 years’ work experience in the subject area
BOTH: Complete EDU250 Overview of the Community Colleges, or equivalent, within two years	

Each of the following must be completed and submitted with this packet:

- Dual Enrollment Instructor Data Form
- Resume
- Official Transcripts

A copy of your official transcripts on file at the school or district office is acceptable, as long as they are verified and sent by a high school/district official.

DO NOT order official transcripts to be delivered to CGCC.

- Letter of employment (occupational/CTE only)

Instructors: Submit to your High School Dual Enrollment Liaison by April 11 for consideration for the next academic year. The review process may also include an on-site visit of your classroom and/or lab.

Liaisons: Send completed instructor application packet and copies of official transcripts by email to deinstructor-qual@cgcc.edu.

NOTE: Incomplete Instructor Application packets will not be accepted.

Chandler-Gilbert Community College | 2626 East Pecos Road | Chandler, AZ 85225

Phone: 480.732.7006 | E-Mail: deinstructor-qual@cgcc.edu

Visit us at www.cgcc.edu/dual



DUAL ENROLLMENT INSTRUCTOR DATA FORM

PERSONAL DATA

To Be Completed by Dual Enrollment Instructor – Please Print

NAME _____ SOCIAL SECURITY # _____
Print your full name exactly as it appears on your Social Security Card. Requested to insure no duplicate records are created.

ADDRESS _____
Street Address(with apt. #) City State Postal Code

PHONE _____ PREFERRED PHONE _____
Check one: Cellular Work Other Check one: Cellular Work Other

MALE FEMALE BIRTH DATE _____ EMAIL _____

PERSONAL EMAIL _____

EMERGENCY CONTACT _____
Name & Relationship Home Phone Work Phone

Have you ever worked for the Maricopa County Community College District before? Yes No

HIGHEST LEVEL OF EDUCATION ACHIEVED: Tech/business School AA Bachelors Some grad school Masters JD
Doctorate MD DDS

ACKNOWLEDGMENT

By my signature below, I assert that all the information given in the "Dual Enrollment Instructor Data Form" is true and acknowledge understanding and agreement with all materials and conditions as stated. I understand that false information (misrepresentation or omission of information) may be the basis for termination of my role at CGCC. I authorize investigation of all statements contained herein and hereby release all parties from any liabilities that may result from furnishing such information.

Signature _____ Date _____

STATEMENT OF REGISTRATION STATUS

Per Arizona Revised Statute 38-201, effective September 20, 1988, "a male person born after December 31, 1960 is not eligible to hold any office, employment or service in any public institution in Arizona unless the person has registered with the selective service system." Revised 7/21/2010.

TO BE COMPLETED BY COLLEGE DEPARTMENT AUTHORIZER

Department: _____ Dates of service: FROM _____ TO: _____
Required for HRMS Enrollment

Does person need access to computer systems? Yes No Does person need an ID badge? Yes No

SUPERVISOR: _____
Print Name Signature Date

HIGH SCHOOL _____ SEMESTER: Fall Spring

Course(s) _____

For Employee Services use only:

HRMS entry _____ SIS ID # _____ Person ID # _____ Emailed Dept. _____
FERPA _____ Sent to D.O. _____ Processed by _____ Date _____



CHANDLER-GILBERT COMMUNITY COLLEGE

A MARICOPA COMMUNITY COLLEGE

Dual Enrollment Course Information Form

Instructor Name: _____
(Please Print)

School: _____

Note: Courses offered for dual credit through CGCC must be listed in the Maricopa County Community College District (MCCCD) Dual Enrollment Catalog. The catalog can be accessed online by [clicking here](#).

List all courses you are requesting to offer or teach for dual credit. Provide the CGCC course number and name and the corresponding course at your school. The first row is an example.

	CGCC*		High School	
	Course Number	Title	Course Number	Title
Ex.	ENG 101	First Year Composition	ENG 0511	Junior English
1				
2				
3				
4				
5				

*If the CGCC course is unknown, please contact the CGCC Academic Division Chair for assistance.



**CHANDLER-GILBERT
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

Expectations of High School Instructors Teaching for Dual Enrollment

Dual enrollment instructors must submit transcripts and/or documentation of work experience. Additional requirements that must be fulfilled to meet Maricopa County Community Colleges District (MCCCD) expectations include:

- Annually completing the online Information Security and Privacy Course (which includes FERPA I).
- Completing EDU250 (or equivalent), within the first semester of teaching a dual enrollment class.
- Submitting your syllabus to the division chair, department chair, or assigned faculty member at your partner community college. Be sure that it includes all of the MCCCD Syllabus Requirements.
- Using college-approved textbooks and materials.
- Teaching your dual enrollment course(s) at a college level.
- Ensuring that your curriculum meets high school and MCCCD course competencies.
- Maintaining academic rigor.
- Adhering to the Maricopa Grading Policy.
- Certifying the 45th Day Roster, by the deadline, online via the Maricopa Student Information System (SIS) and ensuring it's accuracy.
- Submitting final grades online via SIS by the deadline.
- Attending professional development opportunities for Dual Enrollment instructors.
- Promoting Dual Enrollment in the classroom and supporting the registration process.
- Informing the Dual Enrollment Office of any roster changes.
- Assess General Education Outcomes using Indicators as specified by the Division Assessment Plan.

Dual Enrollment (DE) is a partnership that includes alignment to appropriate academic and service standards. Dual enrollment courses are verified by MCCCD instructional councils. MCCCD district-wide instructional councils are discipline-specific groups composed of one voting faculty representative from each of the Maricopa Community Colleges. The verification process includes examining competency alignment, the syllabus, materials, hours of instruction, class size, facilities, and availability of necessary equipment. MCCCD Vice Chancellor and Provost approves all DE Courses for the DE Course Catalog. In addition, your partner community college will offer a discipline-specific orientation that will cover course philosophy and curriculum (including assessment criteria), administrative requirements, and potential professional growth opportunities. You will also be evaluated annually by the department/division chair or designee using established community college procedures.

I have read and agree to my responsibilities as a Dual Enrollment Instructor.

Signature



The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District. The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>.