Thank you for your expressed interest in becoming a dual credit instructor. Below is a checklist to guide you through the Eastfield College Dual Credit instructor application process. Should you have any questions during the process, please feel free to contact me at (972) 860-7183 or via email at laqueshafoster@dcccd.edu.

**Dual Credit Instructor Checklist**

1. Complete the following forms:
   - NAE Set-Up Request form
     o Remember to include the course you would like to teach.
   - Dual Credit Instructor Profile
     o Remember to include the course you would like to teach.

2. Obtain unofficial transcripts
   - Please be mindful of the eligible teaching requirements for the course that you are requesting to teach.
   
   All faculty teaching courses which transfer to four-year institutions, must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master’s degree, or hold the minimum of the master’s degree with a major in the teaching discipline.

   Each full-time and part-time faculty member teaching credit courses in professional, occupational and technical areas that are components of associate degree programs not usually resulting in college transfer, or in programs not usually resulting in college transfer, or in the continuation of students in senior institutions, must possess appropriate academic preparation coupled with work experience. The minimum academic degree for faculty teaching in professional, occupational and technical areas must be at the same level at which the faculty member is teaching. The typical combination is baccalaureate degree with appropriate work experience.

   o Include all course descriptions for courses that will be evaluated.

3. Submit all documents to the Eastfield College Dual Credit Office.

Once received, your forms will be submitted to the appropriate Instructional Dean for initial review. Once an initial decision has been made, the Eastfield College Dual Credit Office will contact you and inform you of the next steps. To prepare you, those next steps will include you providing the following items:

- Resume
- Criminal Background Check (CBC)
- 2 official transcripts
- Signed copy of DCCCD General Responsibilities
4. If you have been initially approved by an Instructional Dean, you will be asked to submit all additional documents to the Eastfield College Dual Credit Office. **Please note, if any items are outstanding, the instructor will not be considered credentialed and will be unable to instruct the course.**

Once received, your forms will be submitted to the appropriate Instructional Dean for **final** review. Once a final decision has been made, the Eastfield College Dual Credit Office will contact you regarding your attendance at a mandatory Dual Credit Instructor Orientation.

5. **Sign up and attend a mandatory Dual Credit Instructor Orientation.** There will be various dates and times for this orientation and topics will include:

- Accessing eConnect and grades
- Certifying class and attendance
- Course syllabus
- Instructor evaluations
- Student Code

Once you have attended Eastfield College’s Dual Credit Instructor Orientation, you will have completed all of the required steps and be eligible to teach a Dual Credit Course.

Throughout the semester you will receive notifications from your Instructional Division. Please remember to check your DCCCD email regularly as your Instructional Division will host an adjunct orientation as well as various professional development opportunities.

If you have any questions about the process or general questions about the Eastfield College Dual Credit program again please feel free to contact me via phone or email. I am excited about your participation in our credentialing process and look forward to possibly working with you this upcoming semester.

LaQuesha Foster

Director of Dual Credit & Concurrent Enrollment