

Concurrent Enrollment Instructor Qualification and Hiring Process

Concurrent Enrollment instructors are required to complete the following process, to be approved to teach on behalf of FRCC.

Step 1 – Initial Qualification

High school instructors interested in teaching concurrent enrollment courses will email their **resume, transcripts, and CTE credential** (if applicable) to Lauren McPherson in the College Now Department at lauren.mcperson@frontrange.edu.

General qualifications are determined by FRCC, guided by their accrediting body, the Higher Learning Commission (HLC). High School Select instructors meet the same educational and industry experience requirements as would be expected of any on-campus part-time instructor. All credentials and transcripts will be vetted by the respective FRCC academic department for final approval.

For Guaranteed Transfer and General Education Courses:

- Faculty must hold a Master's Degree in the subject to be taught, including 18 graduate credits in the subject area or a Master's Degree in a different area with at least 18 total graduate credits in the specific subject to be taught
- An instructor's degree must be from an accredited institution of higher learning

For CTE Courses:

Faculty must be eligible for a post-secondary CTE credential in the discipline in which they teach. Criteria for the post-secondary credentials vary slightly by discipline, but generally require faculty to demonstrate 2000 hours of related industry experience and to possess either a Bachelor's or Associate's Degree or specified professional certification. To receive the post-secondary CTE credential, instructors will complete an Initial CTE Credential Application form and submit to Lauren McPherson in the College Now Department, for processing by the FRCC Credentialing Officer.

Step 2 – Meeting with Academic Department Liaison

Qualified applicants will be invited to meet with the Academic Department and College Now Coordinator, Lauren McPherson, to discuss concurrent enrollment and course details.

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Step 3 – Offer of Employment and Application

1. Selected applicants will be notified by Lauren McPherson in the College Now Department to complete the FRCC part-time instructor hiring process, including the online FRCC Application for Employment (OpenHire) and CTE Credential Application (if needed), bringing in required listed documents, and completing the HR process (RedCarpet).
2. All candidates who are extended an offer of employment must complete and clear a background check. Complete the online FRCC Criminal Record Disclosure.
3. Prior to teaching, work closely with the Academic Department liaison for course mentoring and additional Academic Department requirements.
4. Prior to teaching, work closely with Lauren McPherson in the College Now Department for Instructor Orientation and additional College Now Department requirements.