

Dual Credit Instructor Qualifications Guide

Minimum Requirements

High School faculty who seek to teach a Dual Credit course for the University of Idaho (UI) are expected to meet the following conditions:

1. Have a Master's Degree in the subject field (or a field identified by the sponsoring department), **OR** a Bachelor's Degree in the subject field with 18 semester credits of graduate work in the subject field (or a field identified by the sponsoring department) being taught
2. Meet the requirements the department uses to approve assistant professors, adjunct faculty or instructors who would be teaching the same course on campus for UI. (*This condition is not included for departments that require a doctorate level terminal degree. In these cases, we may consider numbers 1 and 2 as the base criteria unless the department has objections.*)

Exceptions

As a means to continue engagement with any **existing high school faculty** who may not meet these minimums at time of review, and to affirm our compliance with NWCCU and NACEP standards, we agree to grant an exception for a person who:

1. Holds a Bachelor's Degree in the subject field (or a field identified by the sponsoring department) being taught,
2. Has completed at least two years teaching in the subject field (or a field identified by the sponsoring department), and
3. Is willing to develop a Master's Degree Study Plan to work towards a Master's Degree in the subject field (or a field identified by the sponsoring department). The plan must:
 - Have clear and specific yearly goals and a means to document progress
 - Be completed within 4-5 years unless approved by the sponsoring department (e.g., 18 semester credits of graduate work as noted under Minimum Requirements, number 1)
 - Be maintained and reviewed by the sponsoring department and the Dual Credit Office
 - Offered as a limited time option that will end after spring term 2024

Tuition Assistance Process

The sponsoring department will review high school faculty qualifications for those who do not hold a Master's Degree. Respective UI faculty liaisons will reach out to the high school faculty with a proposal to develop a Master's Degree Study Plan and enroll them in the Tuition Assistance Program that moves them towards a Master's Degree. If the UI does not offer the course or degree plan, they will be required to apply for a waiver, which will be reviewed and approved/denied by a committee (see below*) in order to teach dual credit courses for the UI. The sponsoring UI department may also request a waiver based on current practices on campus.

Waivers

New high school faculty applying to teach Dual Credit courses, and **existing high school faculty** who do not currently meet the criteria will be required to apply for a waiver and the Tuition Assistance Program. Waivers should provide a strong rationale as to how the person is otherwise qualified.

For example, the person has a number of semester credits at the graduate level in the subject field (or a field identified by the sponsoring department) and specialized experience/training in the area being taught that supports such an exception and provides an educational opportunity not available locally.

Process

*Waivers will be reviewed and approved/denied by a committee comprised of:

- Vice Provost for Academic Initiatives*
- Program Manager for Dual Credit
- An ad hoc member from the sponsoring department/college requesting the waiver.

Any new UI dual credit instructors who are approved are subject to the same requirements – that is to develop a Master's Degree Study Plan as outlined above.

Dual Credit High School Instructor Master's Degree Study Plan

1. Applicant Name: _____

2. Awarded Bachelor's Degree in subject field/related field _____ (Year)

3. Current Master's Degree Status (complete all sections and sign below):

a. Application status (choose one) I completed the application process on _____ (Date) I will complete the application process by _____ (Date)

b. Admission Status My admission will be complete/was completed in (list semester)

c. Completed Graduate Courses (please list all graduate courses you have completed)

Institution	Course # & Title	Credits	Semester

d. Planned Graduate Courses (please list all graduate courses you plan on completing)

Institution	Course # & Title	Credits	Semester

I hereby submit this plan for obtaining a Master's Degree in a field related to the dual-credit area I am requesting to teach. I understand that deviations from this study plan must be approved by the Dual Credit Office and faculty liaison. I also understand that failure to make adequate progress toward my master's in accordance to this plan may result in my inability to continue as a dual-credit instructor. I acknowledge that failure to complete my master's program by (Semester & Year) _____ may also result in my inability to continue as a dual-credit instructor.

Applicant Signature

Date

I have reviewed the study plan and confirm that progress toward a master's degree following this plan will qualify the above named applicant to teach (Subj/Course #) _____ for dual credit.

Faculty Liaison Signature

Date