

Policy on Adjunct Faculty Qualifications*

Qualifications

In accordance with the Department of Higher Education (DHE) guidelines, high school instructors shall meet the same standards as faculty teaching at UMSL. Therefore, high school instructors teaching Advanced Credit Program (ACP) courses must typically have a master's degree in the discipline of the course being taught or a related master's degree with a minimum of 18 graduate hours in the discipline they are teaching. The criteria for high school instructors of dual credit courses will be the same as those of on-campus faculty in the same discipline. Dual credit instructors receive final approval from the vice chancellor for academic affairs at UMSL. Advanced Credit classes will be visited at least once every year for the first two years and then every other year by University of Missouri-St. Louis liaisons/representatives. Advanced Credit instructors and classes in the high school will be observed through methods similar to those used to assess their campus-based counterparts. The classroom visit is a primary expectation for the faculty liaisons, and it will not be waived.

Maintaining Adjunct Status Policy

Advanced Credit Program adjuncts are expected to attend at least one professional development seminar/conference per academic year. These are opportunities for adjunct instructors to remain current on content specific issues, University curriculum and ACP policies and protocols. Non-compliance may result in the loss of adjunct status. Information regarding all such activities will be sent to instructors via email and posted to the ACP website.

New Adjunct Policy

All new Adjunct Instructors must attend a New Teacher Orientation program conducted by the Advanced Credit Program prior to offering their courses for college credit.

**This Advanced Credit Program Policy on Adjunct Faculty qualifications supersedes all previous adjunct faculty qualifications*