



College in the High School

High School Instructor Approval Process

1. Interested High School administrator contacts College in the High School administrator with request for approving high school instructor for a BSU course
2. Email is sent to the high school instructor with a request to complete an attached Instructor Qualification form and an Instructor Relevant Experience form.
 - a. The Instructor Qualification form will require signatures from the instructor's principal, the BSU faculty mentor and the appropriate BSU dean in order to be official.
3. High School teacher returns completed forms along with a resume and official transcripts of graduate coursework, if not completed at BSU
4. Instructor information is forwarded to the chair of the academic department for review and determination of qualifications.
5. Academic department makes the determination of the instructor's qualifications to teach the BSU course, based on the same qualifications used to determine qualifications of adjunct faculty. Normally, instructors must have a master's degree in the subject area they plan to teach, or a Master's degree in another subject area, and 18 graduate credits in their subject area.
6. Instructor informed of decision by College in the High School administrator
7. If approved, the instructor will receive a letter from the College in the High School office, cc'ed to the faculty mentor. This will include a copy of the Instructor Handbook and an expectation that the instructor will work with the faculty to mentor to schedule an orientation meeting prior to the course offering.