

# Dual Enrollment Instructor File

*Accountability ~ Communication ~ Compliance ~ Partnership*

| FUNCTION/PHASE   | OWNER  | NOTES/ACTION   |
|--|--|--|
| <p><u>Create CWR Position</u></p> <ul style="list-style-type: none"> <li>✓ Ensures that CWR position is created to add the applicant</li> </ul>  | <p>Division Chair</p>                                      | <p><u>Position Management</u>: provides job aids to assist in creating a position</p>  |
| <p><u>Points to Address</u></p> <ul style="list-style-type: none"> <li>✓ Introduction</li> <li>✓ Minimum Qualifications for discipline</li> <li>✓ CWR/POI Application</li> <li>✓ EDU 250 Module</li> <li>✓ Need for Official Transcripts (<i>copies from other MCCCDC colleges will no longer be accepted</i>)</li> <li>✓ Letters of Work Experience** (<i>if applicable</i>)</li> </ul>   | <p>Dual Enrollment Office</p>                              | <p>*Point out the requirement for EDU 250 within 2 years of start of teaching at MCCCDC.</p> <p>**<u>Letters of Work Experience</u> must be on official company letterhead – resume may not take place of letters</p>            |
| <p><u>Information Gathering</u></p> <ul style="list-style-type: none"> <li>○ CWR/POI Application</li> <li>○ Resume</li> <li>○ Unofficial/Official Transcripts</li> <li>○ Letters of Work Experience (if applicable)</li> <li>○ Completion of EDU 250 (if applicable)</li> <li>○ Syllabus</li> </ul>  | <p>Dual Enrollment Office</p>                              | <p>For information on how to waive EDU 250 Course/Module completion:<br/><a href="https://www.estrellamountain.edu/employees/human-resources/edu-250">https://www.estrellamountain.edu/employees/human-resources/edu-250</a></p> |
| <p><u>Qualification Phase</u></p> <ul style="list-style-type: none"> <li>✓ Provide Division Chair with the <u>Faculty Minimum Qualification Audit Form</u> with supporting information/documents obtained during the <b>Information Gathering Phase</b> to determine qualifications: <ul style="list-style-type: none"> <li>○ CWR/POI Application</li> <li>○ Resume</li> <li>○ Unofficial/Official Transcripts</li> <li>○ Letters of Work Experience (if applicable)</li> <li>○ Completion of EDU 250 (if applicable)</li> <li>○ Syllabus</li> </ul> </li> <li>✓ Division Chair completes the <u>Faculty Minimum Qualification Audit Form</u> to determine qualifications</li> </ul> | <p>Dual Enrollment Office<br/>&amp;<br/>Division Chair</p> | <p>Find &amp; Complete the <u>Faculty Minimum Qualification Audit Form</u></p>   |

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| <p>and returns all documents to the Dual Enrollment Office.</p> <ul style="list-style-type: none"> <li>• Division Chair makes copies for their records as needed.</li> <li>✓ Division Chair ensures there is a CWR position and/or that there are 'seats' open in the position to add/hire an additional DE Instructor/CWR</li> <li>✓ Division Chair/Admin Spec submits Helpdesk Ticket (Intent to Hire) providing CWR Position             <ul style="list-style-type: none"> <li>○ Add Dual Enrollment DL to HDT to ensure that DE Office is notified</li> </ul> </li> </ul>   |  | <p>Submit <a href="#">Human Resources Helpdesk Ticket (HDT)</a></p> <p>Add Dual Enrollment Distribution List to HDT:<br/><a href="mailto:dl-emccdualenrollment@estrellamountan.edu">dl-emccdualenrollment@estrellamountan.edu</a></p>  |
| <p><b><u>Contingent Worker (CWR) /Dual Enrollment Intake</u></b></p> <ul style="list-style-type: none"> <li>✓ Dual Enrollment Office provides EMC HR Office with the following:             <ul style="list-style-type: none"> <li>○ <u>Faculty Minimum Qualification Audit Form</u></li> <li>○ CWR/POI Application</li> <li>○ Resume</li> <li>○ Unofficial/Official Transcripts</li> <li>○ Letters of Work Experience (if applicable)</li> <li>○ Completion of EDU 250 (if applicable)</li> </ul> </li> <li>✓ HR receives &amp; reviews <u>Faculty Minimum Qualification Audit Form</u> &amp; supporting documents</li> <li>✓ HR complete <b>Dual Enrollment Instructor Checklist</b></li> <li>✓ HR will input new CWR into HCM</li> <li>✓ HR will reply to HR Helpdesk ticket:             <ul style="list-style-type: none"> <li>○ Attach <b>Dual Enrollment Instructor Checklist</b> noting documents that are pending to be submitted to HR to complete DE Instructor File</li> <li>○ Provide Employee ID Number</li> <li>○ Provide Record No. for CWR position</li> <li>○ Provide MEID</li> <li>○ Add Class Request DL to HDT</li> </ul> </li> </ul> | <p>Dual Enrollment Office</p> <p>&amp;</p> <p>Human Resources Office</p> | <p>HR Staff will update DE Instructor Tracking Sheet with items turned in with the <u>Faculty Minimum Qualification Audit Form</u></p> <p>HR Staff will provide DE Instructor Checklist form with the missing/pending items highlighted via HR Helpdesk Ticket</p> <p>Add Class Schedule DL to HDT so that Scheduling knows CWR is ready to be staffed in SIS:</p> |

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| <ul style="list-style-type: none"> <li>○ Close HDT</li> <li>✓ HR will add DE Instructor/CWR to Instructor/Advisor Table in SIS</li> <li>✓ HR adds CRW/Instructor to DE Instructor Checklist to track compliance</li> </ul>   |   | <a href="mailto:DL-EMC-ClassRequests@estrellamountain.edu">DL-EMC-<br/>ClassRequests@estrellamountain.edu</a>   |
| <p><b><u>Follow-up of Compliance</u></b></p> <ul style="list-style-type: none"> <li>🕒 30 Days - Status update to <b>Dual Enrollment Office</b></li> <li>🕒 45 Days – Status update Dual Enrollment Office and cc: <b>Division Chair</b></li> <li>🕒 60 Days – Status update to Dual Enrollment Office and cc: <b>Division Chair &amp; Dean</b></li> <li>🕒 90 Days – Status update to Dual Enrollment Office and cc: <b>Division Chairs, Deans &amp; Vice President</b></li> </ul>  | <p>Human Resources Office</p> <p style="text-align: center;">&amp;</p> <p>Dual Enrollment Office</p>            | <p>Human Resources will send DE Instructor Tracking Sheet with only DE Instructors who are missing documents; list will be sorted in alpha order</p> <p>Dual Enrollment Office to send out reminders to DE Instructors about missing documents pending to complete personnel file</p>   |
| <p><b><u>EDU 250 Course Completion</u></b></p> <ul style="list-style-type: none"> <li>✓ Notice to Dual Enrollment Office and Division Chair one semester PRIOR to due date</li> <li>✓ Dual Enrollment Office notifies DE Instructor of pending due date to complete</li> </ul> <p><b><u>2 Years Have Elapsed</u></b></p> <ul style="list-style-type: none"> <li>➤ Notice to Division Chair and Dual Enrollment Office</li> <li>➤ Exception to allow DE Instructor to teach without EDU 250 course completion (<i>minimum qualification</i>)</li> </ul> | <p>Human Resources Office</p> <p>Dual Enrollment Office</p> <p>Human Resources Office</p> <p>Division Chair</p> | <p>HR Office will provide list of DE Instructors with approaching due date</p> <p>Dual Enrollment Office to inform DE Instructor of due date to complete course</p> <p>HR will provide list of DE Instructors who's due date has elapsed</p> <p>Complete DE Instructor Exception Form as a <b>one-semester-only exception</b></p> |

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| <ul style="list-style-type: none"><li>➤ Allow DE Instructor to teach in future semesters without EDU 250 course completion<ul style="list-style-type: none"><li>* Ineligible to teach</li></ul></li></ul> | President's<br>Office | Complete DE Instructor<br>Exception Form & must have<br>President's signature |
|---|-----------------------|---|