

Dual Credit Instructor Agreement

Employee Name: _____ Employee ID: _____

Dual Credit Instructors are defined as high school faculty members who are qualified, selected, and approved to teach college course(s) and agree to uphold the rigor, quality, and content of a college course.

Dual Credit Instructors are responsible for the integrity of the college course taught at the high school. I acknowledge and agree to the entirety of the following:

- I will meet all college course competencies for the college courses I teach and will use a college level textbook approved by Lee College's department chair/ designee for each class.
- I will submit a college syllabus using the Lee College syllabus template prior to the first day of the semester. At the beginning of each semester I am teaching, I will upload an updated copy of the syllabus into the Lee College People Soft and Blackboard systems. I will provide a syllabus to each student in my college courses.
- I will participate in all required Lee College professional development to continually enhance my courses and improve teaching quality even if it is outside of my contract dates with my district.
- I will participate in discipline specific workshops/meetings held at Lee College. If one discipline specific workshop/meeting is missed the liaison or department chair will correspond with the to disseminate important updates. Missing two discipline specific workshops/meetings will terminate the dual credit agreement with that instructor.
- I will teach the college course for the required contact hours for lecture and lab, if applicable.
- I will allow class time for the administration of electronic course evaluations each term.
- I will verify the first week class roster to validate all dual credit students are enrolled in the college course and refer students not on the roster to the appropriate School District liaison. Any student not listed on the Official 12th Day Verification (Census) Roster will not be enrolled in the college course.
- I will comply with all Lee College training/certification requirements to teach. Including recertification of the Lee Teaching Online Certification every 3 years.
- I will report any discipline issues including academic dishonesty during college course instruction immediately to the high school and the Lee College Dual Credit Office.
- I will submit all required reporting documents for learning outcome results by the deadline set by Lee College.
- I will submit grades to Lee College in a timely manner: pass or fail (P/F) every 3 weeks; midterm and final grades by the due date set by the college.
- I will participate in on-site visits from Lee College, Southern Association of Colleges and Schools Commission on Colleges, and the National Alliance of Concurrent Enrollment Partnerships.

- I understand that I will be observed for college course evaluations and continuous improvement. I will cooperate with all Lee College personnel when class observations are being conducted.
- I will inform my Division Chair as soon as possible in the event of the following situations: necessity of a prolonged absence, resignation, or any change in teaching status.
- I understand that Lee College will pay the school district directly at the end of each semester in a lump sum for Dual Credit Instructor course sections taught on the high school campus during the school day. The payment to the school district will be based on the course enrollment as of the College census date as specified in the table. Any arrangements for payment to me for teaching Dual Credit courses will be made by the school district.

	10-15 Students	16-19 Students	20+ Students
Lecture Course	\$700	\$1,000	\$1,400
Lecture/Lab Course	\$900	\$1,200	\$1,600

Questions regarding this agreement should be directed to the Dual Enrollment Program at 281.425.6295.

****This agreement remains in effect until there is a change in school district personnel or a dual credit policy change. This form will not be valid if altered in any way.****

I acknowledge that I have read the Dual Credit Instructor Agreement and agree to the provisions detailed in the form.

Employee Signature: _____

Date: _____