

**Appendix D: Form 2 - FACULTY LIAISON AGREEMENT**  
(Sign annually – DUE PRIOR TO COURSE START)

HTC Faculty Liaison: \_\_\_\_\_ High School: \_\_\_\_\_

HTC Program/Dept: \_\_\_\_\_ HS Teacher: \_\_\_\_\_

HTC Course #: (*e.g., CCIS 1100*): \_\_\_\_\_ HS Course Title: \_\_\_\_\_

HTC Course Title: \_\_\_\_\_

As a faculty liaison for HTC, I will:

1. Take full responsibility in the completion, signing & submission of all required documents, paperwork & supporting evidence for each of my assigned concurrent enrollment course for which I am compensated
2. Correspond and collaborate with the high school instructor in a professional and timely manner throughout the year. I am aware “timely” means **within 3 business days**
3. Attend the annual HTC concurrent enrollment program “kick-off” meeting
4. Create, document and deliver:
  - A course orientation for new concurrent enrollment instructors assigned –or–
  - A course refresher training for returning concurrent enrollment instructors assigned*Sessions must consist of discipline specific course materials & content, provide course insights, and answer high school instructor questions to best ensure quality & alignment of course*
5. Evaluate the high school’s course structure to ensure alignment with on-campus course expectations by:
  - Reviewing any learning management/online space for the concurrent enrollment course
  - Reviewing methods of assessments and grading policy are appropriate college level and rigor prior to course start
  - Discuss what ‘A’ student work looks like and what it means to earn an ‘A.’ Do the same for grades ‘B-F’
  - Review and approve high school course syllabus to assure it aligns with my on-campus course
  - Submit a signed Student Information & Syllabus Alignment Checklist with required supporting evidence prior to the course starting
6. Perform **AT LEAST ONE** concurrent enrollment course site-visit with the high school instructor (in-person or virtually), and submit a signed Site-Visit Report. Site visit attendance must match high school course attendance policy.
7. Plan, approve, document and potentially deliver (when applicable) one discipline-specific professional development opportunity, such as but not limited to: workshops, conferences, on-campus or 3<sup>rd</sup> party training, journals and/or articles for your partnering high school instructor
8. Confer, complete and submit a Paired Student Assessment along with a
9. Confer and submit final grades (A, B, C, D, or F) through eServices for each enrolled student within 3 business days of concurrent enrollment course conclusion
10. Connect with high school instructor post-course to review course evaluations, provide feedback and discuss future offering of the concurrent enrollment course

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*Faculty Liaison Signature*

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*Date*