

## TSU SMART Dual Enrollment Online Faculty Participation Form

**Welcome!!!** The Smart Center Dual Enrollment Team would like to thank you for your interest to support TSU High School Dual Enrollment (DE) Online Initiatives. The goal is to position DE students to pipeline into TSU after high school graduation. The below agreement serves as an understanding of commitment to teaching 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade students and transient students.

Academic Year/Term \_\_\_\_\_

**High School:** \_\_\_\_\_

TSU Course (s)	Credit Hours	TSU Faculty	High School Teacher	Onsite Teacher Assistant	Onsite After School Assistant

**SMART Dual Enrollment staff agrees to the following:**

- ✓ We agree to collect and forward required credentials to the Admissions Office
- ✓ We agree to assist with registering students into course(s)
- ✓ We agree to approve classes with a minimum of fifteen (15) students
- ✓ We agree to use textbook materials that are utilized by OER
- ✓ We agree to serve as a liaison connection for students-faculty
- ✓ We agree to host a weekly check-in Zoom meeting with instructor and when needed
- ✓ We agree to verify that students can access eLearn
- ✓ We agree to process CRN fee adjustments through the Bursars Office prior to registration
- ✓ We agree to start class promptly at the schedule times
- ✓ We agree to be respectful, patient, creative and positive about the DE experience

**College/School staff agrees to the following:**

- \_\_\_\_\_ We agree to identify energetic and qualified SACSCOC faculty to teach onsite, online and/or hybrid courses
- \_\_\_\_\_ We agree to cover faculty member ESP or balance faculty teaching load
- \_\_\_\_\_ We agree to cover high school onsite teacher or assistant \$1,000 stipend, if teachers do not qualify as an adjunct instructor to teach the DE course
- \_\_\_\_\_ We agree to provide CRN numbers once course(s) are approved
- \_\_\_\_\_ We agree to have qualified adjunct instructors' contracts done prior to the start of class(es)
- \_\_\_\_\_ We agree to report academic issues immediately to DE for assistance

**NOTE:** Flexibility is necessary as unforeseen events occur (weather, school closings, illnesses, special school events, alternative school schedule changes, etc.)

Please feel free to check out the DE website with more detailed information as well as the DE Seven Pathways. Visit [www.tnstate.edu/dualenrollment](http://www.tnstate.edu/dualenrollment)

On this date, I hereby commit to the above Dual Enrollment participation courses for \_\_\_\_\_ academic year.

Chair/Dean Signature/Date \_\_\_\_\_

DE Signature/Date \_\_\_\_\_

**CC:**

Dr. Robbie Melton, Associate Vice-President/Graduate School  
Dr. Michael Harris, Provost/Vice-President of Academic Affairs  
Terrence Izzard, Associate Vice-President, Admissions & Recruitment  
Dr. Verontae Deams, Records  
Tanaka Vercher, Financial Aid  
Capri Gonzalez, Bursars