

CiHS Faculty Liaison Checklist and Duties:**For EACH of your CiHS Teachers:**

- Course Specific New Teacher Training (Completed at or before In-Service/Prior to Teaching)
 - a. Course-Specific materials and agenda
 - b. Description written by faculty liaison of how new CiHS teachers are trained
 - c. Include names of those in attendance
- Classroom Observation-(**New CiHS teachers twice in first year, continuing teachers annually**)
 - a. Work with CiHS teacher to schedule observation(s)
 - b. Complete Classroom Observation Form(s)
 - c. Sign and send to teacher and CiHS program staff
- Discipline Specific Professional Development-**After Professional Development, please complete the following 2 items before returning to CiHS program staff:**
 - a. Attach any course specific training materials you used, seminar materials, event minutes, conference reports, or individualized meeting summaries
 - b. Attach a statement on how the faculty liaison counts this towards Professional Development **FOR EACH CiHS TEACHER ATTENDING** within parameters below:

For each discipline a description written by the faculty liaison of how the example of the concurrent enrollment program's annual professional development further enhances course-content and delivery knowledge and/or addresses research and development in the field. This description should include the format, delivery method, frequency and an explanation of how annual professional development is distinct from new teacher training.

For one CiHS teacher per discipline:

- Statement of Equivalency showing faculty liaison follows NACEP Statement of Equivalency Guidelines (ATTACHED)
- Paired Work Evidence
 - a. Attach Your Syllabus **AND** Paired High School Syllabus **with** statement of how syllabi are reviewed, changed, and approved (not a stock answer) with Course Objectives highlighted
 - b. Attached paired Assignment/Assessment from High School class and your own (redact student name).

CiHS High School Faculty Liaison Agreement:

By signing below, I _____
Print Name

acknowledge that I have read, understand, and agree to the CiHS Faculty Liaison Duties and Responsibilities which are included in the CiHS Faculty Liaison Handbook. I understand that I may not have the opportunity to mentor CiHS teachers in the future if I do not fulfill the faculty liaison responsibilities. Stipends will be paid upon receipt of all required deliverables.

Signature

Date