

Concurrent Enrollment Procedures
 Department of Organizational Leadership
HM 1010
 September 2026

Purpose: This document is intended to outline the department-approved instructor qualifications, procedures for assessing instruction, providing training, and the overall responsibilities of the HM 1010 CE liaison, who assumes these primary responsibilities.

CE Instructor and Liaison Qualifications, Standards, and Expectations: UVU’s accrediting body, the Northwest Commission on Colleges and Universities (NWCCU), has its own teacher qualification standards. The National Alliance of Concurrent Enrollment Partnerships (NACEP) have specific [standards for quality](#) in CE. The Utah State Legislature has its own standards according to [HB 335 Alternative Concurrent Enrollment Options for Capacity Flexibility](#), which do not necessarily align.

HM 1010	Utah HB 335
A certificate in the course’s field, and industry certification in the course’s field	A degree, certificate, or industry certification in the concurrent enrollment course's academic field
<ul style="list-style-type: none"> • Master's degree in a business-related field (preferred), OR • Bachelor's degree, AND evidence of knowledge/experience in teaching or working in the hospitality industry 	Qualifying experience, as determined by the eligible institution

Organizational Leadership HM 1010 Exception to Above Standards and Related Procedures

As a department, we expect high schools to meet the CE instructor qualifications outlined by NACEP and NWCCU, when there is a qualified instructor available at the high school. As a student-centered department highly invested in the student learning experience, we acknowledge that there may be exceptions that a high school may need to request in order for the students enrolled in a given CE class to have the best learning experience possible when there is no available teacher that meets the above standards.

Therefore, as a department we reserve the right to make an exception to the above Teaching Qualifications & Standards under the following circumstances (this decision will be recommended by the CE Faculty Liaison and approved by the Department Chair):

- Under the direction of the high school principal (or equivalent), a candidate may be considered for an exception based strictly on:
 - ...a comprehensive review of their resume.
 - ...documented teaching experience in the field.
- When this is the case and an exception is granted, the teacher will be hired on a probationary status. The CE Faculty Liaison will:
 - ...meet with the CE instructor prior to the semester to review the syllabus and discuss the instructor's plan to teach the course.
 - ...observe the CE instructor within their first two weeks of teaching to evaluate teaching quality, the learning environment, etc., and work with the CE instructor on goals and opportunities for improvement.
 - ...continue to work with the CE instructor, as needed, to help the CE instructor improve.
 - ...meet with the principal (or equivalent) if the CE instructor is not making progress and/or meeting the anticipated standard of teaching quality and performance and determine a path forward, which may include additional performance measures or a termination of the contract to teach CE.