



## Instructor Compliance

As a UVU approved Concurrent Enrollment Adjunct Faculty member, you have agreed to the following:

- Conduct each course using the content, instructional materials, course format, and student performance standards agreed upon with the sponsoring academic department. Understand your status will be renewed annually according to the requirements.
- Annually invite the sponsoring UVU department liaison into your classroom for the purpose of collegial interaction and the discussion of course standards of the UVU academic department.
- Attend the annual Concurrent Enrollment Training at your high school, Department Training at the UVU campus, and the Year-end Concurrent Enrollment Seminar at the UVU campus. If training is not completed, understand that you will be considered non-compliant and will need to schedule and complete an individual department training to be eligible to teach concurrently the subsequent year. If the training is not completed you will be on probation for one year. Two consecutive years will require retraining from the department liaison. Three consecutive years will result in discontinuance from the program.
- Check your UVU class roll(s) for accuracy and communicate discrepancies with UVU CE Office.
- Submit your grades online by the deadline. Late submission will result in a letter to your school principal and district representative requesting the grades.