



GLENDALE COMMUNITY COLLEGE

Dual Enrollment New Instructor Application Packet

Welcome high school teachers! Thank you for your interest in teaching dual enrollment college courses at Glendale Community College. The Dual Enrollment Program is the result of an agreement between participating high school districts, Glendale Community College and the Maricopa Community College District. The college Dual Enrollment Program is a great way for high school juniors and seniors to get a head start on their college education.

Please complete the Dual Enrollment Adjunct Faculty packet. As a new Dual Enrollment Instructor, there is a course approval and eligibility dual enrollment process.

Please follow checklist requirements. All information and required paperwork should be returned to the Dual Enrollment Coordinator.

- Provide Dual Enrollment Adjunct Faculty Employee Data Form
- MCCD Application (www.dist.maricopa.edu/hrweb) (**Application must be printed & signed**)
- Resume
- Unofficial Transcripts
- Copy of Syllabus
- Public Employee or Officer Loyalty Oath Form
- Certificate of Understanding & Conditions of Employment Form
- Completion of EDU250 Certificate, *Overview of Community College* (within two years)
- GCC Dual Enrollment Course Request Form
- Dual Adjunct faculty will be evaluated at least once during each of the first three (3) Semesters of teaching dual classes.

Qualifications:

- Must hold a current Arizona community college teaching certificate or meet one of the following criteria:

Minimum Requirement for Academic Areas	Minimum Requirement for Occupational Areas
• A Master's Degree in teaching field, or	• The same qualifications as those listed for Academic Teaching Field, or
• A Master's Degree in any field with 24 upper division and/or graduate semester hours in teaching field, or	• A Bachelor's Degree plus 3 years work experience in field to be taught, or
• A Master's Degree in any teaching field with 18 graduate semester hours in the teaching field.	• An Associates Degree or 64 semester hours and five years experience in the field to be taught or
• EDU 250- <i>Overview of the Community Colleges</i> or equivalent must be completed within two years of date of hire.	• EDU 250- <i>Overview of the Community Colleges</i> or equivalent must be completed within two years of date of hire.

If you have any questions you can contact Herminia Lopez, Dual Enrollment Program Advisor at 623.845.3093 or e-mail Advisor at herminia.lopez@gmail.com.