

## Course-Specific Training Checklist for New CEP Instructors

*Each faculty liaison should use the following checklist to ensure that CE instructor candidates are aware of departmental expectations, protocol, and curriculum and course philosophy. The items on this checklist must be completed before an applicant is approved to begin offering course through the CEP.*

CE Instructor Name: \_\_\_\_\_ Course: \_\_\_\_\_

- Candidate's credentials meet or exceed adjunct faculty status to teach this course on-campus.
- Liaison has visited candidate's classroom for a pre-approval visit.
  - Date of visit:
- Role of liaison has been explained to candidate.
- Liaison has reviewed with candidate the specific course objectives.
- Liaison has reviewed with candidate any discipline-specific philosophies and/or pedagogy for the course.
- Candidate has received requirements and expectations for the syllabus.
- Liaison has approved the candidate's CE course syllabus and a copy of the syllabus has been sent to the CEP office.
- Liaison has explained textbook considerations/requirements.
- Candidate has been provided the course grading expectations and understands the grading standards for the course.
- Liaison has reviewed required course assessments and rigor of the course, assuring standards of achievement are the same as expected in on-campus sections.
- CE instructor feels prepared to offer this course as a match for the on-campus sections.

\_\_\_\_\_  
Faculty Liaison Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CE Instructor Signature

\_\_\_\_\_  
Date