

Dual Credit Faculty Qualification Program

Eligibility/Overview

To participate in the DWD Dual Credit grant program faculty members must be approved by their school district and Southwest Tech. Each faculty member participating in this program will complete a professional development plan annually that clearly identifies the coursework required to meet HLC certification. This plan will serve as a timeline to ensure that courses are completed within the grant period. Funding opportunities will be exhausted at the end of the two-year grant cycle. Approval must be completed prior to eligible faculty members taking courses or receiving reimbursement. Southwest Tech will reimburse 80% of tuition/books/fees and the high schools may support faculty with 20% of the remaining costs in accordance with each district's professional development policies. If the high school does not cover the 20% then the remaining cost is the responsibility of the faculty member. The total reimbursement from Southwest Tech will not exceed 80% of the per credit maximum of \$500 (\$400 per credit). Southwest Tech reimbursement will only be made after successful course completion documentation has been provided to Southwest Tech Human Resources (HR). Please contact your specific school district for professional development policies and reimbursement instructions.

Required Steps

- Prior to enrollment in graduate coursework, faculty will complete a professional development plan. This plan will be completed electronically at the link below and submitted to Southwest Tech HR by September 1st each year (2018-2019 and 2019-2020 school years). The plan will be reviewed and approved by both Southwest Tech and the school district to ensure that the program and courses align with college needs and meet HLC requirements. It must also show that progress is being made on the plan in order to maintain program eligibility.
Link: [Dual Credit Professional Development Plan](#)
- After successful completion of an approved course, faculty members will need to submit documentation along with an email request for reimbursement to humanresources@swtc.edu. Southwest Tech reimbursement will be in the form of a stipend (80% of cost up to \$500 per credit) and will not be made until all documentation is received. Required documentation includes:
 - Copy of course invoice/receipt for verification of payment (must include # of credits per course but that can be separate documentation if necessary).
 - Copy of grades for verification of course completion. Transcripts (i.e. copies of grades) will be kept in the dual credit faculty file.
 - Once a degree has been attained or requirements have been fulfilled, HR will need an official transcript.
- All approved courses must be successfully completed and reimbursement made prior to the end of the grant. Final reimbursement requests and documentation must be received in the Southwest Tech HR Office by June 15, 2020 in order to be reimbursed. Courses in progress when the grant ends or after June 30, 2020 will not be eligible for reimbursement.
- To further encourage communication and support for faculty, project participants will attend an annual Dual Credit Summit in August where progress and timelines can be reviewed along with concerns or suggestions for improving the monitoring process. More information to come.
- Any concerns with progress will prompt a discussion between Southwest Tech HR, Southwest Tech Chief Academic Officer, the faculty member, and high school district administration. Faculty not progressing satisfactorily will be removed from the program.

Faculty Qualification Requirements

For teaching English:

Master's degree from an accredited college in English OR Master's degree in other area with a minimum of 18 graduate level credits in the areas of English, Written Communications, Journalism OR Master's degree in Communications with 9 graduate level credits in English, Written Communications, or Journalism

For teaching Speech:

Master's degree from an accredited college in Communication Skills/Oral Communication OR Master's degree in another area with a minimum of 18 graduate level credits in the areas of communications/rhetoric OR Master's degree in English, Written Communications, or Journalism with 9 graduate level credits in the area of communications/rhetoric

For teaching Sociology:

Master's Degree in Sociology, or Social Science related fields OR a Master's degree with a minimum of 18 graduate level credits in sociology OR Master's Degree in Psychology or Human Development/Human Behavioral Studies and 9 graduate level credits in Sociology or Social Science.

For teaching Psychology:

Master's Degree in Psychology or Human Development/ Human Behavioral Studies-related fields OR a Master's degree with a minimum of 18 graduate level credits in Psychology, Human Development/Human Behavioral Studies OR Master's Degree in Sociology or Social Science related fields and 9 graduate level credits in Psychology or Human Development/Human Behavioral Studies.

For teaching Anatomy & Physiology:

Master's Degree in Biology, Natural Sciences, or Physiology with 18 graduate credits in Biology/Anatomy and Physiology, OR a Doctorate in Medicine, Chiropractic Medicine, Dental Science OR a Master's Degree in another field and 18 graduate credits in Biology/Anatomy and Physiology.

For teaching Economics:

Master's Degree in Economics OR a Master's Degree in Business or Political Science with a minimum of 9 credits in Economics OR Master's Degree in another field and 18 credits in Economics.

For teaching Mathematics:

Masters in Mathematics OR a Masters in another field and 18 credits in Math.

For teaching Physics:

Master's in Physics or Physical Sciences OR a Master's in another field and 18 credits in Physics or Physical Sciences.