

## Career Link Instructor Hiring Process

- High school principal makes a written request to the NIACC Director of School Partnerships that college course be added to high school offerings. In the request, the principal states the desired course and the prospective instructor.
- Director of School Partnerships electronically sends NIACC application to principal.
- Prospective instructor completes NIACC application and sends it along with unofficial college transcripts to Director of School Partnerships at NIACC.
- The NIACC Evening Dean and the appropriate Division Chair evaluate the prospective instructor's NIACC application and unofficial transcripts to determine if the teacher meets NIACC teaching requirements.
- If approved, the prospective instructor attends new Career Link Instructor orientation and course-specific training.

### Additional notes:

- Official transcripts are required if NIACC, the school district, and the instructor agree to offer a course during the following school year.
- To be eligible for state supplemental weighting, the college course must supplement, not supplant, the current high school courses.
- NIACC does not pay a wage to concurrent enrollment instructors. The district provides the instructor. The only exception is when the NIACC course is taught outside the regular school day.
- Teachers of CTE courses must have at least baccalaureate degree in the area or related area of study that the instructor plans to teach or at least 6,000 hours of recent and relevant work experience in the occupational area.
- Arts and Sciences instructors must have either a master's degree and 12 graduate level hours in the area of instruction or two or more years of successful experience in a professional field or area in which the instructor plans to teach and in which post-baccalaureate recognition or professional licensure is necessary for practice.