

**Policy Procedure:** Dual Enrollment Instructor Initial Course-Specific Training

**Procedure Number:** 225P

**Contact Information:** [dualenrollment@nvcc.edu](mailto:dualenrollment@nvcc.edu)

**Forms:** [125-360 Dual Enrollment Faculty Liaison Checklist](#)

**Last Reviewed Date:** 07/02/2020

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1. NOVA Dual Enrollment Faculty Liaisons or other appropriate NOVA faculty members will provide a course-specific training for all new Dual Enrollment Instructors in the liaison's field and service area. This training will be conducted before new Dual Enrollment Instructors teach any NOVA class. The length and method will be determined by agreement between the Office of Dual Enrollment and the NOVA Faculty Liaison prior to the training.
2. The Faculty Liaison will submit relevant materials, including but not limited to a meeting agenda, attendance record, and/or New Instructor Training Checklist, to the Office of Dual Enrollment for and the campus division office for scanning into the Dual Enrollment Faculty Personnel Folder.
3. If the NOVA Dual Enrollment Faculty Liaison does not conduct initial course-specific training, the Director of Dual Enrollment shall inform the supervising Dean, copying the Liaison, to request assistance in ensuring the training is completed prior to the start of the semester in which the course will be taught. If the Liaison is unable to provide this training, a replacement Liaison may be identified.
4. If the Dual Enrollment Instructor does not attend the initial course training, the Director of Dual Enrollment shall inform the high school partnership Principal or designee and the Dual Enrollment Instructor, detailing the concern. The Dual Enrollment Instructor will not be eligible to teach in the Dual Enrollment Program until the training has been completed.