



**Policy Procedure:** Dual Enrollment Instructor Discipline-Specific Professional Development

**Procedure Number:** 226P

**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. The Faculty Liaison will contact each Dual Enrollment Instructor for whom the Liaison is responsible to establish a schedule for the Annual Discipline Specific Professional Development Session. Professional development may be provided in person or through remote learning methods.
2. The Faculty Liaison will either provide the discipline specific professional development or will have the Dual Enrollment Instructor attend discipline specific professional development provided for a group of Dual Enrollment Instructors. Alternatively, the NOVA Faculty Liaison may approve externally-provided discipline-specific professional development such as industry training seminars, national conferences in the discipline, graduate courses in the discipline, or professional development offered by a different NOVA campus.
3. The Faculty Liaison will document the Dual Enrollment Instructors who attend each professional development activity and will note any Instructors who attend no discipline-specific professional development activity. The Liaison will provide this documentation to the Office of Dual Enrollment before the end of the academic school year.
4. For each discipline-specific professional development offered, the Faculty Liaison will submit relevant materials including articles read, discussion notes, and a detailed agenda to the Office of Dual Enrollment in addition to the attendance information required in 3, above. The Faculty Liaison will record the date of the Professional Development on form 125-360 and then will submit the form to the supervising dean to be scanned into the Dual Enrollment Instructor's HR file at the end of each academic year.
5. The Office of Dual Enrollment shall track all discipline specific professional development offered to Dual Enrollment Instructors annually and shall send reminders to Faculty Liaisons throughout the academic year, copying each Liaison's supervising Dean to ensure that all required discipline-specific professional development is provided.
6. If a NOVA Faculty Liaison does not provide discipline-specific professional development by the end of the academic year or make arrangements for an alternate method of meeting the training requirement, the Director of Dual Enrollment shall inform the supervising Dean, and the Liaison that this expectation was not met. Following this notification, the Faculty Liaison, Supervising Dean, and Director of Dual Enrollment shall confer to identify a solution to the issue.
7. If the Dual Enrollment Instructor fails to attend the professional development conducted or provided by the NOVA Faculty Liaison or any of the alternative options, the Director of Dual

Enrollment will inform the high school partnership principal and copy the Dual Enrollment Instructor. The Dual Enrollment Instructor will have one additional semester to complete the required professional development. If the Dual Enrollment Instructor does not complete the professional development by the end of the subsequent semester, the instructor will not be permitted to teach additional NOVA dual enrollment classes. Exceptions can be made in consultation with the Academic Dean and the Director of Dual Enrollment on a case by case basis.