Early College Programs (ECP) Faculty Processing

Schools Identify Potential Classes and Instructors to ECP

High School Submit Graduate Transcript and EC Faculty Info Form for Potential Instructors to ECP

ECP Send Potential Faculty Info Forms to Academic Department(s) Chair(s) for Evaluation

Denied in Ten (10) Business Days

Academic Department Chair Identifies Courses Necessary for Denied Instructors to Qualify

ECP Notifies High School by Email

Approved in Ten (10) Business Days

Academic Chair Identifies Courses Approved to Teach.

Assigns EC Instructor a Faculty Mentor

ECP Notifies High School by Email of Approvals and Requests Official Transcripts for Approved Faculty

*Official Copy of Faculty Transcript to Provost (by January 31 – Spring or August 31 – Fall)
*Copy to *University College for Completion of Faculty 180*
*Copy to EC Files

Approved EC Faculty Submit MSU Affiliation Form to ECP by Monday of Finals Week

Human Resources (HR) Assigns EC Faculty ID # and Notifies ECP by Email Within 3 Business Days (72 Hours)

ECP Requests Registrar Add EC Faculty to Datatel Faculty File

EC Faculty Training & ID# Notification January 6 – Spring or July 6 – Fall

ECP Faculty Initialize Account with Information Technology (IT)

ECP Faculty Complete FERPA Training

Instructional Technology Provides Blackboard Training for New EC Faculty

Academic Departments' MSU Faculty Mentors Contact ECP Faculty December/January/July/August

Mentor Shares Syllabus, Textbooks, Labs and Visit Sites

EC Faculty Enters Information on Faculty 180 for University College

EC Faculty Teaches Course

EC Faculty Perform & Submit Gen Ed Assessments As Appropriate

EC Faculty Submits Midterm/ Final Grades

Early College Programs
Academic Department(s)
Human Resources
University College
Information Technology
Instructional Technology
Registrar

3/21/2012