Dual Credit Non-Compliance Policy

There are rare instances where the performance of a dual credit instructor at a host high school does not match the standards set by the College of Southern Idaho, the affiliated content area department, or the local high school. In these instances, it is sometimes necessary to put a dual credit instructor into a probationary category or to end the relationship with them as a dual credit instructor for the College of Southern Idaho.

In addition, in the event an approved dual credit instructor leaves in the course of the school year or cannot discharge his/her contracted duties as a dual credit instructor, provisions must also be made for coverage and disposition of the dual credit course(s) effected.

The following are process guidelines for intervention with or the removal of a dual credit instructor, working in partnership with the host high school.

1. A performance issue for a dual credit instructor is identified by the content area department of the College of Southern Idaho, the Office of Instructional Administration, or the local high school administration.

2. The mentor or department chair will communicate with the instructor and express performance concerns and offer support and/or additional training to address said performance concerns.

3. The department chair will report all activities to the Instructional Dean responsible for off-campus education, which is responsible for communicating performance concerns to the local high school/school district administration.

4. Based on the specifics of the performance issue as well as previous intervention attempts if archived, the Instructional Dean or his/her designee (in some cases the content area department chair), after consultation with the mentor, department chair, and host high school administration, will approve (1) a probationary period for said instructor, or (2) separation of said instructor from the college as a dual instructor. The instructor will be notified as to the specifics of the performance issue and disposition, as well as the high school/school district administration.

5. In the event an instructor is unable to discharge his/her duties as a dual credit instructor due to a change in job placement, termination from the local school district, medical leave, or some other unforeseen circumstance, the department chair of the related content area and the Instructional Dean responsible for off-campus education will work with the local host high school to (1) approve a replacement instructor for the interim of the semester, (2) arrange for coverage of the class with another dual credit or CSI adjunct, or (3) arrange for administrative dissolution of the class and withdrawal of students if no other solution can be found. All discussions will require active participation of the administration of the local high school/school district and their eventual approval.