

DALLAS COLLEGE GUIDELINES FOR CREDENTIALLED INSTRUCTORS RELATED TO COURSES OFFERED IN PARTNERSHIP WITH TEXAS SCHOOLS

2025-2026 Academic Year

The following guidelines reflect current Dallas College policies and procedures in alignment with Texas Higher Education Coordinating Board (“THECB”) guidelines relating to credentialed instructors. High school employees who serve as credentialed instructors must comply with Dallas College academic and instructional standards.

Guidelines for Credentialed Instructors

When teaching Dallas College courses for dual credit at high schools, Dual Credit instructors must align with all academic standards of the college. Credentialed Instructors are responsible for the academic integrity of course curriculum delivered at the high schools while instructing dual credit courses.

Semesterly Instructional Expectations

1. Credentialed instructors must meet all critical semesterly activities in alignment with Dallas College instructional policies.
 - A. Course Syllabus/Curriculum Vitae: A course syllabus must be created using the Dallas College template and uploaded to the appropriate Dallas College site prior to the start of class within the established timelines.
 - B. Course materials will be adopted by the Dallas College Academic school based on the preferred learning material determined by the college faculty and school academic administration. The credentialed instructor may work with the academic school to identify, update, or change adopted learning materials. Credentialed Instructors must engage the academic chair and/or dean who will provide specific information on the process and timelines for each academic term. Course adoptions must be done in advance of the academic term in which they will be utilized. All course adoptions are subject to approval by the academic school of administration.
 - C. Course Certification: Courses must be confirmed and certified in compliance with the established Dallas College timelines.
 - D. Progress Reports: Credentialed instructors must submit student progress grades and final grades in compliance with the established Dallas College timelines.
 - E. Grade Reporting: Assignment grading must be recorded and available in the Dallas College academic platform. Final grades must be submitted in compliance with the established Dallas College timelines.

Attachment G

- i. All instructional due dates are provided to credentialed instructors directly via email by their respective academic school. Instructional due dates may also be found on the Dallas College Faculty One Stop SharePoint site.
2. Credentialed instructors must be familiar with the contents of handbooks, instructional resource guides, pertinent federal and local policies, and other items of information which are distributed for faculty use, including the Dallas College code of conduct, FERPA, and other academic resources provided for instructional purposes.
3. Credentialed instructors must ensure completion of annual professional development in alignment with college standards. This includes completion of Title IX, FERPA, and Cybersecurity training. The credentialed instructor may complete training as part of the high school requirements and provide confirmation to Dallas College to meet this requirement. Credentialed instructors are also provided access to the college web-based versions of these training courses as an alternative should the high school not require and/or offer annual training in these areas.

Communication and System Access

1. Credentialed instructors will be provided a secure login to access Dallas College networks and systems which align with instructional needs. This includes access to reporting systems, the college SharePoint site, and collegiate academic resources for professional development.
2. Credentialed instructors will be provided a secure Dallas College email which must be used for official student and collegiate communication.
 - a. This email must be checked regularly as the college will use this address to related important instructional and academic information to credentialed instructors.

Academic and Instructional Support

1. Credentialed instructors are a part of the Academic School which aligns with their discipline. The collegiate instructor provided will be subject to academic oversight by the appropriate academic discipline.
2. Credentialed instructors are expected to respond to and engage with the Academic School which aligns with their course discipline. They will need to communicate with Academic Deans, Chairs, and Educational Partnerships staff regarding their curricular expectations and student academic progress.
3. Credentialed instructors will have access to faculty development resources which include in-person coaching, access to the Center for Teaching and Learning, and online professional development activities.
4. Credentialed instructors will be expected to participate in classroom observations. These activities will generally take place annually; however, the college reserves the right to add additional coaching as needed to ensure academic alignment with college curriculum standards.

Participation Terms

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High school teachers who serve as credentialed instructors must be employed within school districts and/or high schools with which Dallas College has an active dual credit agreement. Eligibility for credentialing must align with Dallas College faculty credentialing academic standards. If approved, assignment of a credentialed instructor to a college dual credit course must be coordinated by the designated independent school district or high school.

Participation as credentialed instructors is subject to termination and may be ended at the discretion of the high school or college. Failure to comply with academic standards may result in termination of the credentialed instructor approved standing.

Credentialed instructors are not Dallas College employees. Participation as a credentialed instructor is not an offer of employment and does not provide any preferential status for future hiring practices. Dallas College shall not provide any financial compensation directly to credential instructors for instructional services rendered. All credentialed instructors will be required to agree to these standards annually to be eligible for credentialed instruction service during the designated academic year.