



**School-Based  
Scholars**

## Faculty Liaison Agreement

Thank you for agreeing to serve as a faculty liaison in the School-Based Scholars (SBS) program.

Faculty liaisons are recommended for the first year that a high school instructor has been approved to teach a NKU dual-credit course or anytime a high school instructor is teaching a new (to them) course. It is expected that the high school instructor & NKU faculty liaison will interact at least a minimum of three times during the semester. Email interaction is acceptable, although telephone, video conference, or face-to-face is preferred.

**Responsibilities:**

1. Assist the high school instructor with syllabus construction and other NKU requirements for syllabi.
2. Assure that the syllabus adheres to any and all Foundation of Knowledge requirements.
3. Assure that the syllabus adheres to any Student Learning Outcomes appropriate to the said course(s) as determined by the academic department and NKU.
4. Work with the high school instructor as needed with any instructor or student issues that pertain to the applicable course content being taught.
5. Assist the high school instructor with NKU systems like webmail, Canvas, and myNKU, as needed.
6. Work with the high school instructor to ensure that reporting deadlines are met for nonattendance, midterm grades, and final grades.
7. Be available via phone and/or email to assist the high school instructor as needed to aide in success of the class.
8. Communicate information about concerns and/or potential issues to the School-Based Scholars office and the academic department immediately, as necessary.
9. Be available to meet with the high school instructor more than once during the semester to observe a live class, as necessary.
10. Assist with the construction of course assignments, quizzes, exams, and other course materials, as necessary.
11. Assist the high school instructor with any pedagogical hints, tips, or recommendations, as necessary.
12. Assist the high school instructor with college level grading rubrics and standards appropriate to the class as determined by the academic department (if applicable).

My Assigned High School Instructor is:

\_\_\_\_\_

Name of High School SBS Teacher

\_\_\_\_\_

High School Name

\_\_\_\_\_

Fall 2024 Course(s)

\_\_\_\_\_

Spring 2025 Course(s)

I, \_\_\_\_\_, agree to adhere to the responsibilities and recommendations as outlined above.

\_\_\_\_\_

Faculty Liaison Signature

\_\_\_\_\_

Date