



High School Faculty Credentialing Process

This document outlines the process of reviewing and “hiring” a high school instructor for the purpose of teaching a dual-credit course through the School-Based Scholars program.

Stage 1: The Application

- **Potential Instructor:**
 1. Interested high school faculty will complete the [SBS Credentialing Application](#). This includes signatures by administrators at their school to demonstrate their approval.
 2. The completed application is then submitted to nkusbs@nku.edu with a current CV/resume and unofficial copies of graduate transcripts.
- **School-Based Scholars:**
 1. The SBS office will do a preliminary check of submitted materials to make sure that all requested documentation is received.
 2. The SBS Office will keep a record of all applications and their status.
 3. The SBS office will submit the application and documentation to the appropriate academic department chair or school director for review.

Stage 2: Department/School Review

- **Department Chair/School Director:**
 1. The chair or director will review the materials to determine:
 - If the instructor meets SACCS and departmental requirements to teach in the requested area of study and
 - Which courses the instructor is eligible to offer as dual credit at their school.
 2. The chair or director will notify the SBS office of the determination and if there are any additional steps required (*note: some departments require a conversation or interview before officially approving a potential instructor*).
- **School-Based Scholars:**
 1. The SBS office will notify the faculty and appropriate school administrators of the academic department/school’s determination.
 2. If approved, the SBS office will work with the school to determine a schedule for the offerings.
 3. The SBS office will send the schedule request to the academic department/school.
 4. The SBS office will send the instructor a general overview of next steps.

Step 3: The “Hiring” Process

- **Academic Department/School:**
 1. A coordinator or other representative of the department/school will email HR (marks@nku.edu) the approved instructor’s name, email address, and whether or not the individual is a local resident.

2. A coordinator or other representative of the department/school will email the instructor, letting them know that:
 - They should expect an email from HR about filling out the employee data sheet and a background check,
 - They need to submit official graduate transcripts to the provost's office (provostoffice@nku.edu), and
 - Outlining anything else that needs to be completed for the academic department/school (professional development, training, etc.).
 3. A coordinator or other representative of the department/school will submit a PAR indicating non-paid status.
- **HR:**
 1. Will email the instructor with instructions on completing the employee data sheet and background check.
 - **Instructor:**
 1. Upon receipt of the email from HR, the instructor will complete and submit the required employee data sheet and background check. (*Note: Once the background check clears, both HR and the instructor will be notified.*)
 2. Request official copies of graduate transcripts be sent the provost's office (provostoffice@nku.edu).

Step 4: Finalizing and Preparation

- **Instructor:**
 1. Will be granted access to email, All Card, and other systems once HR receives the PAR and notification of background check clearance.
- **School-Based Scholars:**
 1. Will request that the academic department name a liaison to help the onboard the new instructor.
- **Academic Department/School:**
 1. Will add the instructor and course in SAP, and
 2. Will assign a liaison.
- **Faculty Liaison:**
 1. Will provide the instructor with a sample syllabus, SLOs, and any other resources needed to prepare for the semester.

For additional information contact:

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