# **High School Teacher Credentialing Application**

## Purpose:

Thomas More University (TMU) is accepting applications for credentialed school district personnel who would like to teach dual-credit classes at their respective high schools.

## Qualifications:

School district personnel who wish to teach dual-credit courses go through an application process to demonstrate that they meet the qualifications set by the TMU academic department in which they wish to teach. Schools with prospective dual-credit teachers must submit an application and supporting documents. If accepted, teachers are appointed as adjunct faculty members at Thomas More University but teach as a part of their regular course load at their high school.

## Expectations:

*School-District Personnel*:

* Will meet the credentials required of the individual TMU academic department in which they will teach. A master’s degree is required with 18 hours of course work in the appropriate content area. Appropriate coursework is determined by each individual academic department. (For example, in order to teach CMST 101-Public Speaking, a PhD or master’s degree in communication is preferred, but at a minimum, candidates must have a master’s degree with 18 hours of coursework in graduate level communication or equivalent classes. Theater and English credits do not count.)
* Will teach the TMU course and follow the same learning outcomes, content, and syllabus as used by TMU departments.
* Will meet/converse regularly with a faculty liaison from the respective TMU academic department.
* Will attend the faculty development held by the Thomas More’s dual-credit program each school year or the proposed dual-credit course(s) may be cancelled.

*High school*:

* Will provide a dedicated class with students who **strictly** meet the admission requirements for the TMU dual-credit program (unless the high school sets higher standards), which are:
  + Must have at least completed the freshman year of high school at the time classes are taken.
  + Must have an unweighted cumulative high school GPA of at least 3.00 on a 4.0 scale.
  + Must maintain a 2.0 TMU GPA or higher in each TMU class they take in order to continue taking TMU college classes prior to high school graduation.
  + Must meet any prerequisites for the specific TMU courses in which the student intends to enroll. For some courses, prerequisites include minimum ACT sub scores in English, math, or reading.

## Application Deadline:

All applications must be submitted by March 1 of the school year prior to when they are applying to teach in the TMU dual-credit program.

## Questions:

Please contact James Catchen, Associate Director of Dual-Credit at (859) 344-3436 / [catchej@thomasmore.edu](mailto:catchej@thomasmore.edu).

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## Application Process:

Completed applications will be submitted to the TMU dual-credit office and reviewed by the appropriate academic department to verify credentials and determine eligibility. Once a departmental assessment has been completed, the applicant and their school will be notified and the school can commence discussion regarding offering dual-credit coursework with the TMU dual-credit office. Departments may have additional requirements for approval (e.g. interviews). If approved by the high school and department, departments will reach out to complete additional paperwork prior to your first semester teaching.

School Personnel Wishing to Teach TMU Dual-Credit Classes:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

High School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Counselor Contact:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please attach a copy of your current credentials/qualifications (unofficial graduate transcripts and a resume/vitae).* ***Unofficial graduate transcripts from every institution attended and resume/vitae must be submitted with this application. Official transcripts will be required at a later point if approved for dual-credit courses.*** *Please list your graduate-level degrees below:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Requested starting semester (Term, Year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As record of your application, please complete the following signatures:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applying HS Faculty

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Counselor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal

Application Submission:

Please submit completed application and attachments to catchej@thomasmore.edu.