

**Concurrent Enrollment Faculty Application Steps**

Faculty must meet the professional standards as set forth by the Higher Learning Commission and Metropolitan Community College. MCC follows these standards to maintain accreditation.

**Application Process**

1. **Apply** online: [www.mccnebjobs.com](http://www.mccnebjobs.com)
2. Select Adjunct, then under Position Type select **Dual Credit** to populate the below applicant options.
3. Submit resume, transcripts and a cover letter indicating the MCC course(s) you want to be considered for.

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| **Dual Credit Posting Title Options** |
| Biology Dual Enrollment Adjunct Instructor |
| Business Dual Enrollment Adjunct Instructor |
| Career & Technical Education Dual Enrollment Adjunct Instructor |
| Chemistry Dual Enrollment Adjunct Instructor |
| Culinary Dual Enrollment Adjunct Instructor |
| English Dual Enrollment Adjunct Instructor |
| Health Careers Dual Enrollment Adjunct Instructor |
| HLSM (Horticulture, Land Systems & Management) Dual Enrollment Adjunct Instructor |
| Humanities & the Arts Dual Enrollment Adjunct Instructor |
| IT Dual Enrollment Adjunct Instructor |
| Math Dual Enrollment Adjunct Instructor |
| Physics Dual Enrollment Adjunct Instructor  |
| Reading (EXPL, RDLS) Dual Enrollment Adjunct Instructor  |
| Social Sciences Dual Enrollment Adjunct Instructor |
| Speech Dual Enrollment Adjunct Instructor |
| Welding Dual Enrollment Adjunct Instructor  |
| Workplace Skills Dual Enrollment Adjunct Instructor |

**Review Process**

* Academic Affairs, Secondary Partnerships, and Human Resources collaboratively review candidate’s application.
* Approved candidates receive an email from Human Resources with accompanying paperwork to be signed and promptly returned to MCC.
* Approved candidates receive notification from MCC Secondary Partnerships with onboarding action steps.
* Concurrent Enrollment Faculty and MCC Academic Liaison collaborate on academic standards, outcomes and finalize course alignment.

The full cycle of a review process can take up to 4 weeks.

**Questions?**

Email Theresa Banark, Assistant Director Secondary Partnerships