Concurrent Enrollment Faculty Standards and 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. The standards can be used as a baseline for most faculty credentialing requirements. Exceptions per course may apply.

- General Education/Transfer Courses: Master's degree in the discipline or a master's degree in a related discipline with a minimum of 18 graduate hours in the discipline to be taught.
- Career and Technical: (1) A baccalaureate or graduate degree in the discipline plus documented related occupational experience (2-4 years). Please be specific with your industry experiences.

Application Process

1. **Apply** online: www.mccnebjobs.com
2. To the left of the screen click **Search Options,** select **Dual Credit**, click search to populate the below list:

Posting Title
Biology Dual Enrollment Adjunct Instructor
Business Dual Enrollment Adjunct Instructor • Business • Marketing • Economics • Accounting
Career & Technical Education Dual Enrollment Adjunct Instructor
Chemistry Dual Enrollment Adjunct Instructor
English Dual Enrollment Adjunct Instructor
Health Careers Dual Enrollment Adjunct Instructor
Humanities & the Arts Dual Enrollment Adjunct Instructor
IT Dual Enrollment Adjunct Instructor
Math Dual Enrollment Adjunct Instructor
Social Sciences Dual Enrollment Adjunct Instructor • World Languages • Human Relations • Education • History • Sociology • Psychology
Speech Dual Enrollment Adjunct Instructor
Workplace (WORK) Skills Dual Enrollment Adjunct Instructor

3. **Email confirmation number** to Jordan Pirtle, jlpirtle1@mccneb.edu, in Secondary Partnerships.

Review Process

4. MCC Academics, Secondary Partnerships, and Human Resources collaboratively review candidate's application.
5. Approved candidates receive notification from MCC Secondary Partnerships with onboarding action steps.
6. Approved candidates receive approval email from Human Resources with accompanying paperwork to be signed and promptly returned to MCC.
7. Concurrent Enrollment Faculty and MCC Academic Liaison collaborate on academic standards, outcomes and finalize course alignment.