

# College Now High School Teacher Application Process

## Teacher Submits Application:

1. Director of Concurrent Enrollment initially reviews an application.
2. Application is then sent to the department for review.
3. Final decision is made by the Dean of the College of Arts, Letters, and Sciences.

The Dean utilizes input from both the Director of Concurrent Enrollment and the departments to make a final decision.

1. Dean notifies College Now staff
2. CollegeNow staff sends applicant an email explaining the final decision on their application.

## **Provisional Approval :**

Applicant granted provisional status with annual check in towards progress and full review after five years.

## **Full Approval:**

SMSU orientation to program and curriculum begins, *after* which teachers are allowed to teach.

**Annual evaluation:**  
Academic rigor, quality, standards, etc. are evaluated each year on provisional status.

*Positive Evaluation of Provisional year.*

*Negative Evaluation of Provisional year.*

Teacher placed on Suspension

Teacher placed on Improvement Plan

**DENIED:** Teacher notified and told to resubmit at such time as credentials have changed to sufficiently change determination.

