



High School Teacher Credentialing Application

Purpose:

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

Qualifications:

High school faculty 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.

Guides are available for schools and faculty that identify the qualifications needed within each TMU college and each TMU department. Even if you're not sure if your qualifications match, interested candidates are still encouraged to submit an application for evaluation.

Expectations:

High school faculty:

- 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.
- 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 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 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.



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Application Process:

Completed applications will be submitted to the TMU Dual Credit program 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 begin 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.

High school faculty applying to have their credentials reviewed:

Name: _____

High School: _____

Phone: _____

Email: _____

Preferred method of contact: Call Text Email

High school counselor contact:

Name: _____

Email: _____

*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.