NACEP Accreditation Institute
Everett Community College

Faculty and Curriculum Breakout
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Faculty Standards 101

Faculty 1 – Academic departments review/approve applicants according to own criteria.

Faculty 2 – Discipline-specific training before teaching.

Faculty 3 – Discipline-specific professional development offered annually.

Faculty 4 – Attendance/compliance expectations outlined.
F1 Required Evidence

1) CEP published documents describing departmental criteria & processes for appointing, approving & denying instructors.

2) Three completed samples of instructor applications, representing varied departments, including documents required by the CEP (with secure information removed) & corresponding approval/appointment letters.

3) One completed sample of CEP letter/form of instructor denial of appointment (with secure information removed).
F2 Required Evidence

1) Two samples of discipline-specific training & orientation materials for new CEP instructors representing different disciplines.

2) Attendance reports, agendas, & participant evaluations documenting practice & implementation of new CEP instructor training and orientations.

3) A comprehensive CEP administrative policy and practice guide.
1) Description of CEP’s annual professional development; include the format, delivery methods & frequency.

2) Example professional development activities of each discipline (seminar agendas, materials covered, conference report, etc.).

3) Procedures and/or policy describing how CEP ensures & tracks professional development participation.
1) Published procedures &/or policies from the CEP addressing non-compliance.
Faculty Standards Questions
Faculty Standards Assessment Activity
Curriculum 1 – Every CEP course is in the catalog & taught on campus. Course title, description & number of credits are identical.

Curriculum 2 – CEP courses reflect the college department’s philosophical & pedagogical approach.

Curriculum 3 – Faculty site visits in each discipline.
C1 Required Evidence

1) A college/university catalog or a link to an on-line college/university catalog.

2) A comprehensive list of all courses offered through the CEP with descriptions that are publicly available from the college/university.
C2 Required Evidence

1) Official letter from college/university’s departmental chairperson, coordinator, or liaison, representing each discipline, describing and verifying compliance with the standard.
1) Description of site visits, including what would happen during a typical site visit, frequency requirements, how site visits are tracked by CEP, and how site visits are used to provide feedback from college/university faculty to CEP instructors.

2) One example of a completed and signed faculty site visit report representing each discipline.
Curriculum Standards Questions
Curriculum Standards Assessment Activity