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

Faculty 2 – Discipline-specific professional development before teaching.

Faculty 3 – Discipline-specific professional development offered annually.

Faculty 4 – Attendance/compliance expectations outlined.
What the Review Team Looks for in the Faculty Standards

F1 Required Evidence

1) Published documents from the CEP describing departmental criteria and processes for appointing, approving or denying CEP instructors.

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

3) One completed sample of a CEP letter/form of CEP instructor denial of appointment (with secure information removed).
What the Review Team Looks for in the Faculty Standards

F2 Required Evidence

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

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

3) A comprehensive CEP administrative policy and practice guide.
F3 Required Evidence

1) A description of the CEP’s annual professional development; include the format, delivery methods and frequency.

2) An example from the professional development activities of each discipline (such as a seminar agenda, event minutes, conference report, site visit report, etc.).

3) Procedures and/or policy describing how the CEP ensures and tracks professional development participation.
F4 Required Evidence

1) Published procedures and/or policies from the CEP addressing non-compliance.
Curriculum Standards 101

**Curriculum 1** – Every CEP course is in the catalog and taught on campus. Course title, description and number of credits are identical.

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

**Curriculum 3** – Faculty site visits in each discipline.
What the Review Team Looks for in the Curriculum Standards

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.
What the Review Team Looks for in the Curriculum Standards

C2 Required Evidence

1) Official letter from the college/university’s departmental chairperson, coordinator, or liaison, representing each discipline, describing and verifying compliance with the standard.
What the Review Team Looks for in the Curriculum Standards

C3 Required Evidence

1) A description of site visits, including what would happen during a typical site visit, frequency requirements, how site visits are tracked by the 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.