University of Cincinnati, Uptown Campus
Application for UC Instructor-Adjunct Affiliate for College Credit Plus

High school teachers who are interested in offering a UC course through College Credit Plus may apply to become a credentialed College Credit Plus Instructor as a UC Instructor-Adjunct Affiliate. All credentialing applications are reviewed by UC departmental faculty at the home college from which the course is offered per the Higher Learning Commission’s Assumed Practices for Adjunct Faculty. Teachers to be approved on the basis of Tested Experience will undergo an additional review by a committee formed in the Office of the Provost.

To be credentialed to teach via CCP teachers must meet one of the following criteria per the Higher Learning Commission’s Assumed Practices for Adjunct Faculty:

- Master’s Degree in the discipline/subject area taught
  OR
- Master’s degree and at least 18 semester credit hours of cohesive, graduate-level coursework in a relevant discipline*
  OR
- Combination of credentials and experience as demonstrated through Tested Experience

Application Process
It is advised that application materials be submitted by November 1 each year for the following fall semester course offerings and by May 1 each year for any Spring course offerings. High school instructors who wish to be credentialed as a UC Instructor-Adjunct Affiliate should forward the following materials to Beth Young via email (preferred) to beth.young@uc.edu or by mail to College Credit Plus, c/o Beth Young, P.O. Box 210202 Cincinnati, OH 45221-0202:

- Completed Application for UC Instructor-Adjunct Affiliate for College Credit Plus (last page of this document)
- Unofficial academic transcripts from all institutions attended (official transcripts will be required during onboarding process)
- Current Resume/CV
- Course Syllabus, if available

If the applicant will undergo a review through the basis of tested experience, the following additional materials are required:

- A narrative describing how their experiences have prepared them for the role as an instructor.
- A cover letter from the academic dean or his/her designee providing rationale for required tested experience waiver. The letter should include the courses to be taught/approved and at what level (Bachelor’s).

Copies of these records will be forwarded to the appropriate college and department for review. All approved Instructor-Adjunct Affiliates must undergo a degree verification and a background check as part of the hiring process.
University of Cincinnati, Uptown Campus
Application for UC Instructor-Adjunct Affiliate for College Credit Plus

**Hiring and Onboarding**
Upon approval, instructors will be contacted by College Credit Plus staff to obtain demographic information such as home address, date of birth, SSN and any other pertinent information necessary to enter the instructor into the University's HR database.

Instructors will be contacted by UC's third party vendor, Selection.com, to complete the degree verification and background check process. Once Instructors have completed this onboarding process, they will be assigned a UCID number (also known as M#) and "6+2" Central Login credentials which will be used to access the UC course management system, BlackBoard, and well as the University grade reporting system access.

**UC Faculty Mentorship**
High school instructors who are hired as Instructor- Adjunct Affiliates may be assigned UC faculty mentors. UC faculty mentors are available to high school instructors to discuss course syllabus development, best practice teaching in that subject area, grading issues, UC policy concerns, etc. Mentors and instructors are expected to engage in consultation through in-person meetings, phone call, email, and/or video chat. UC Faculty mentors are also required to conduct at least one full-period classroom observation annually for each mentee per course taught.
University of Cincinnati, Uptown Campus
Application for UC Instructor-Adjunct Affiliate for College Credit Plus

The College Credit Plus (CCP) program requires that high school instructors are credentialed according to the following Higher Learning Commission’s Minimum Qualifications for adjunct faculty:

Master’s Degree in the discipline/subject area taught  

**OR**

Master’s degree and at least 18 semester credit hours of cohesive, graduate-level coursework in a relevant discipline*  

**OR**

Combination of credentials and experience as demonstrated through Tested Experience

<table>
<thead>
<tr>
<th>Teacher Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher’s Full Name:</td>
</tr>
<tr>
<td>Email address:</td>
</tr>
<tr>
<td>Phone Number:</td>
</tr>
<tr>
<td>Partnering High School:</td>
</tr>
<tr>
<td>Highest Degree Earned:</td>
</tr>
<tr>
<td>Institution Attended:</td>
</tr>
<tr>
<td>Area of Study:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses you would like to be credentialed to teach</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Name and UC course number, if available</strong></td>
</tr>
<tr>
<td>Example: Intro. to American Politics, POL1010</td>
</tr>
</tbody>
</table>

Upon receipt of this application, it will be forwarded to the appropriate UC department for review. The department will determine the applicant’s eligibility. Upon approval, you will be contacted with your next steps to complete the hiring and onboarding process.

If you have any questions about this process or the status of your application, please contact University of Cincinnati, Uptown Campus, College Credit Plus Director, Beth Young at beth.young@uc.edu or 513-556-1955.