SHARED RESPONSIBILITIES BETWEEN INSTUCTORS & ECC

High School Faculty
- Communicate enrollment procedures to students in class.
- Check every roster for accuracy at the beginning of the semester **and upon request** from ECC.
- Inform ECC contact of ANY changes to the roster during the semester, so the ECC Roster is in alignment with the high school roster. **Specifically, instructor needs to contact ECC immediately to administratively withdraw a student who has dropped their class or has not attended within 14 consecutive days and has no intent to return.**
- Even if instructors have individual course shells in Canvas, all instructors must still upload a syllabus for each course to the College's Syllabus Tool, during the first week of the semester.
- Teach to the ECC course outcomes.
- Use departmental assessments, syllabi, and texts (unless prior approval is given).
- Upload grades in MyECC in a timely manner at the end of the semester.
- Send gradebooks to Dean at the end of term.
- Attend the Adjunct Faculty Workshop in the fall and any discipline-specific training required by the academic department.

ECC Representatives & Faculty
- ECC Representative reaches out to faculty before or at the beginning of each term to request information on course and section needs.
- ECC Department Faculty shares syllabi and course material information, as well as course outcomes.
- ECC Department Faculty reviews syllabi when uploaded to review to ensure alignment with course outcomes.
- ECC Representative communicates throughout the term with reminders about checking rosters, deadlines, and grading procedures.
- ECC Department Faculty meets with dual credit instructor once per semester in person or remotely.
- ECC Department Faculty schedules observation visits with the high school instructor on a periodic basis.