Dual Enrollment Teacher Application Instructions
www.ohio.edu/dualenrollment

High school instructors who wish to teach an Ohio University course must meet the same requirements for faculty employed by the University, as stipulated for accreditation by the North Central Association of Colleges and Schools, Commission on Institutions of Higher Education and the Ohio Board of Regents.

In order to instruct college level courses and in keeping with State requirements, it is expected that at a minimum, secondary school teachers will hold a master’s degree or a Ph.D. in the content area of the course in which they are teaching or a master’s degree and at least 18 credit hours completed at the graduate level in the content area in which they are teaching. Some Ohio University departments / programs may require credentials above and beyond the State minimums. Minimum faculty qualifications by department / programs can be found by visiting the link below. Please note that this is not an exhaustive list:

www.ohio.edu/dualenrollment/educators

Application Instructions
In order to be considered as a dual enrollment instructor for Ohio University, high school teachers must complete and submit all of the materials listed below:

- Dual enrollment teacher application
- Cover letter or personal statement
- Current resume / CV
- College transcripts, undergraduate and graduate
- Professional letter(s) of recommendation from current curriculum chair or principal

Please note that some academic departments / programs may have additional requirements above and beyond the materials listed above.

College Transcript Policy:

For the purpose of dual enrollment teacher approvals, Ohio University requires undergraduate and graduate level transcripts from all previously attended intuitions. Copies of transcripts and transcripts forwarded from the teacher’s secondary school are acceptable. Official transcripts may be required from teachers who also wish to be hired by Ohio University as an adjunct faculty member.

The application and all required materials must be received by March 1st prior to the academic year in which you wish to instruct courses. Teachers are encouraged to submit their application to the Ohio University campus that most closely serves their high school's geographic area.

Ohio University Athens
Director of Dual Enrollment Programs
Chubb Hall 115K
Athens, OH 45710

Ohio University Chillicothe
Associate Dean
101 University Dr.
Chillicothe, OH 45601

Ohio University Eastern
Associate Dean
45425 National Rd.
St. Clairsville, OH 43950

Ohio University Lancaster & Pickerington Center
Associate Dean
1570 Granville Pike
Lancaster, OH 43130

Ohio University Southern & Proctorville Center
Associate Dean
1804 Liberty Ave.
Ironton, OH 45638

Ohio University Zanesville & Cambridge Center
Associate Dean
1425 Newark Rd
Zanesville, OH 43701

For general questions regarding the teacher approval application process, please contact Robert Callahan, Director of Dual Enrollment Programs by phone at 740-593-2576 or email at callahar@ohio.edu.