



## Dual Enrollment Teacher Application Instructions

[www.ohio.edu/dualenrollment](http://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](http://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 institutions. 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 1<sup>st</sup>** 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](mailto:callahar@ohio.edu).