

## Process For High School Teachers To Qualify As NNMC Dual Credit Adjunct Faculty

Thank you for your interest in teaching college classes for dual credit for NNMC. If you have any questions regarding the application process, please call Mary Ann Valdez in the Provost's office at 505-747-2210.

If you are an interested high school faculty member, please submit the following information to the Department Chair of the area in which you are interested.

Arts and Sciences – Dean Mellis Schmidt (Lisa Duran admin)

Chair of Fine Arts-- Mateo Pumphrey (Rosalie Gallegos admin)

Chair of Humanities and Social Science-- Lori Franklin (Lisa Duran admin)

Chair of Math and Science—David Torres

CTE Division – Chair Gil Sena – (Marsha Gallegos admin)

Education – Dean Cathy Berryhill, no chair (Tina Pacheco admin)

Health Services – Chair Ellen Trabka (Tina Garcia admin)

Professional Studies –Chair Ivan Lopez (Dolores Martinez-Salazar admin for Engineering, Katie Cadena-Priebe admin for Business)

Provide

a. Letter of interest

Please indicate

i. what class(es) you are applying to teach

ii. where you will be teaching – high school, NNMC campus etc. and

iii. if you will be teaching during or after secondary school hours

b. CV/Resume

c. Official copy of transcript showing highest degree earned

o For academic courses, degree should be in the field for which the instructor wishes to qualify as adjunct faculty

o For vocational/technology courses, show the highest degree, or copies of certifications (other than teaching credentials)

d. Contact information for three references

Once you have submitted your application materials to the department chair, **please follow up with the department chair or administrative assistant to ensure your application materials have been received and are being processed.**

Those who qualify as adjunct faculty will be able to:

a) teach after secondary school hours for those courses for which they have qualified or

b) teach college classes for dual credit in their regular classrooms during the school day using NNMC's syllabus and adopted textbook(s).

NNMC pays qualified adjunct faculty who are employed by the district and teaching during the school day a stipend of \$200 per course for such purposes as making adjustments to the daily lesson plans, extra testing and grading, etc.

Those teaching for NNMC outside of secondary school hours are paid regular adjunct faculty teaching salaries (based on level of highest degree earned). See [www.nnmc.edu](http://www.nnmc.edu) for more information on salary scales.