

English Department Policies For  
General-Education Dual-Enrollment Courses

(Version 1.0)

Department of English  
Middle Tennessee State University

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## RECORD OF CHANGES

Date	Version #	Detail of Change(s)	Approval Details
5/5/20	1.0	Original submitted.	Approved unanimously by English Department faculty.  Vote was conducted via email ballot because of COVID 19 social distancing requirements.

## 1.0 INTRODUCTION

### 1.1 Summary

This document establishes the English Department's policies related to the credentials, staffing, curriculum and other academic-related concerns for the General-Education English courses that are offered as part of Middle Tennessee State University's (MTSU) Dual Enrollment Program.

These policies have been adopted to ensure satisfactory adherence to the requirement in Reference (1) that the "Course content and rigor of dual enrollment courses are comparable to that of the same courses taught to the institution's other students."

### 1.2 Authority

Specific authority for the establishment of these policies is provided by the "Curriculum and Instruction" section of Reference (1), which states that "The faculty assumes primary responsibility for dual enrollment courses. Such oversight ensures both the rigor of programs/courses and the quality of instruction."

### 1.3 Scope

These policies apply to all sections of Dual-Enrollment General Education English courses regardless of the delivery mechanism (e.g. in-class, online, hybrid, on-campus, dual enrollment, etc.), the type of academic appointment held by the faculty member who serves as instructor of record (e.g. Lecturer, Associate Professor, Adjunct Faculty, etc.), or the partnering high school.

The primary General Education courses taught by the English Department are

English 1010    *Expository Writing*

Emphasis on learning to adapt composing processes to a variety of expository and analytic writing assignments.

English 1020    *Research and Argumentative Writing*

Emphasis on analytic and argumentative writing and on locating, organizing, and using library resource materials in the writing.

English 2020    *Themes In Literature and Culture*

Course traces a specific theme or idea through a number of literary texts that reflect different historical and cultural contexts.

English 2030    *The Experience of Literature*

Class features the reading of a variety of literary types which illuminate themes and experiences common to human existence.

## 1.4 References

These policies have been developed in accordance with the following references:

- (1) *DUAL ENROLLMENT – Policy Statement*, Southern Association of Colleges and Schools Commission on Colleges (found online at <http://sacscoc.org/app/uploads/2019/08/Dual-Enrollment.pdf> )
- (2) *English Department Policy on Faculty Credentials Required to Teach General Education English Courses*, Middle Tennessee State University English Department
- (3) *Policy 25 – Equal Opportunity, Affirmative Action and Non-Discrimination*, Middle Tennessee State University (found online at <https://www.mtsu.edu/policies/>)
- (4) *Purpose*, Middle Tennessee State University (found online at <https://www.mtsu.edu/about/mission.php>)
- (5) *Community Standards*, Middle Tennessee State University (found online at <https://www.mtsu.edu/about/mission.php>)
- (6) *Policy 201 – Academic Freedom and Responsibility*, Middle Tennessee State University (found online at <https://www.mtsu.edu/policies/>)

## **2.0 FACULTY CREDENTIALS**

Every faculty member, regardless of appointment type, who is assigned to teach a Dual-Enrollment General Education English course must meet the minimum academic credential requirements established in Reference (2).

### **3.0 STAFFING POLICIES**

As with any course taught by the English Department, decisions regarding staffing for Dual-Enrollment General Education English course rest with the English Department alone.

#### **3.1 Preference for Full-Time Faculty**

The English Department uses full-time members of its faculty wherever possible when staffing its course offerings because full-time faculty members are hired after successfully completing a formal and rigorous nationwide search process that is conducted in accordance with the requirements for equity and compliance that are detailed in Reference (3).

In addition, the “Faculty” section of Reference (1) requires that “An institution offering dual enrollment courses or programs ensures that a sufficient number of full-time faculty members teach” dual-enrollment courses.

For those two reasons, the English Department always staffs as many sections of Dual-Enrollment General Education English courses as practicable with full-time members of the English Department Faculty. Moreover, priority will also be given to full-time members of the English Department Faculty when staffing Dual-Enrollment General Education English courses.

#### **3.2 Use of Adjunct Faculty**

While acknowledging the goals of Section 3.1, the English Department may, at times, elect to staff a section of a Dual-Enrollment General Education English course with a part-time, adjunct faculty member.

In such an instance, however, that decision will rest with the English Department.

In no case may a partnering high school insist that a member of their own faculty be hired by the English Department in an adjunct capacity to teach a section of a Dual-Enrollment General Education English course.

## **4.0 CURRICULAR CONSIDERATIONS**

### **4.1 General Considerations**

In their content and delivery, all sections of Dual-Enrollment General Education English courses must reflect the fundamental pedagogical goals of MTSU that are set forth in Reference (4).

In addition, all sections of Dual-Enrollment General Education English courses must also reflect the “core values and expectations” of MTSU that are set forth in Reference (5).

All faculty, regardless of appointment type, teaching Dual-Enrollment General Education English courses enjoy the full protection of academic freedom offered by Section II.A of Reference (6) with regard to the inclusion of controversial material in their courses.

A partnering high school may not mandate or otherwise influence pedagogical practices that would run counter to those general considerations. Any attempt to do so may result in the English Department declining to offer Dual-Enrollment General Education English courses at that institution.

### **4.2 Sections Taught By Adjunct Faculty**

The following specific curricular requirements apply to all sections of Dual-Enrollment General Education English courses taught by adjunct faculty.

They have been implemented to ensure compliance with the “academic rigor” requirement of Reference (1), and all adjunct faculty are expected to comply with them. Failure to do so may result in their being denied the opportunity to teach future Dual-Enrollment General English courses.

#### **4.2.1 English 1010 and 1020**

The Director of General Education English, working in consultation with the English Department’s General Education Committee, will provide the adjunct faculty member with a basic syllabus that reflects standard English Department practices found in recent regular offerings of that particular course topic.

The basic syllabus will establish

- Required textbook
- Required First-Year Writing Program objectives (found online at the General Education English website)
- Recommended curriculum map

The adjunct faculty member will have full authority to establish all other aspects of the course including:

- Major assignments
- Assigned readings
- Reading schedules
- Assignment schedules



- Relative worth of assignments
- Grading scale

#### **4.2.2 English 2020**

The Director of General Education English, working in consultation with the English Department's General Education Committee, will provide the adjunct faculty member with a basic syllabus that reflects standard English Department practices found in recent regular offerings of that particular course topic.

The basic syllabus will establish:

- Required texts
- Course-level learning outcomes
- Major assignments

The adjunct faculty member will have full authority to establish all other aspects of the course including:

- Reading schedules
- Assignment schedules
- Relative worth of assignments
- Grading scale

#### **4.2.3 English 2030**

The Director of General Education English will, in consultation with the English Department's General Education Committee, provide the adjunct faculty member with a basic syllabus that establishes:

- Required anthology
- Assigned readings
- Course-level learning outcomes
- Major assignments

The adjunct faculty member will have full authority to establish all other aspects of the course including:

- Reading schedules
- Assignment schedules
- Relative worth of assignments
- Grading scale

## **5.0 OTHER ACADEMIC-RELATED CONSIDERATIONS**

### **5.1 Requirement for Participation in Professional Development Activities**

In accordance with the requirements set forth in Section 2.3 of Reference (2), faculty teaching Dual-Enrollment General Education English courses – including adjunct faculty – are expected to attend Fall and Spring Curriculum Meetings.

Faculty teaching Dual-Enrollment General Education English courses – including adjunct faculty – are also expected to participate in ongoing professional development activities sponsored by the English Department in order to stay current with best practices in teaching literature and writing.

### **5.2 Requirement for Sufficient Contact Hours**

All individual sections of Dual-Enrollment General Education English courses must feature a total number of student-teacher contact hours that are equivalent to sections of similar courses offered on MTSU’s campus.

It is the responsibility of each partnering high school to ensure that its individual sections of Dual-Enrollment General Education English courses are not cancelled for pre-planned high-school-related activities such as state-mandated testing and sporting-related events.

### **5.3 Requirement for Adequate Material Condition of Classroom Facilities**

Reference (1) requires that “Dual enrollment courses are offered in adequate physical facilities.”

It is the responsibility of each partnering high school to ensure that all of its Dual-Enrollment General Education English courses are conducted in facilities whose material condition is comparable to classroom spaces available on MTSU’s campus.