

**Utah System of Higher Education
2020-21 Appeal of Concurrent Enrollment (CE) Adjunct Instructor Qualification**

Purpose: This form is used by an LEA to appeal a local institution decision regarding a public educator’s qualification to teach CE course(s).

Regent policy R165 *Concurrent Enrollment* outlines the academic qualifications to approve LEA employees as eligible CE instructors. If a designated service area USHE institution determines an LEA employee is not qualified to teach a concurrent enrollment course and the LEA has exhausted all administrative remedies available at the institution, the LEA may appeal the decision in writing to the Commissioner of Higher Education within 15 calendar days of the institution’s final decision. The Commissioner shall appoint an appeals committee consisting of the associate commissioner for academic affairs and two USHE chief academic officers who are uninvolved in the decision being appealed. The appeals committee will review the LEA’s appeal and the institution’s decision. *NOTE: The appeals committee can evaluate whether an educator meets the statutory academic requirement of a master’s degree or 18 graduate credits in the academic field or, for CTE courses, a degree, certificate, or industry certification in the academic field. The committee cannot evaluate qualifying experiences, which are determined at the discretion of an institution, except to affirm the institution is applying qualifying experience equitably across all educators.*

- The institution and LEA will provide the appeals committee with any material documents and information necessary for a complete review. The committee may request additional documentation or information as necessary.
- The appeals committee will provide a recommendation to the Commissioner, which may include affirming or reversing the institution’s decision.
- The Commissioner shall make a final decision and issue it to the institution and the LEA in writing.
- After the Commissioner has issued a decision, there will be no further appeals or reviews.

This form documents the appeal process. Signed copies of the appeal decision will be kept on file by the commissioner’s office for five years.

DIRECTIONS: Retain fill-able MS Word format. Once LEA section is completed, email form to CE Director at local institution. Local institution should complete its section within 10 business days. Once local institution section is complete, email form to cgrua@ushe.edu and mbrown@ushe.edu. USHE staff may contact LEA and/or local institutions for additional information.

LEA EDUCATOR

LEA	LEA Contact	Phone	Email
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Educator Name	CE Course(s) Educator Wishes to Teach
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Highest Academic Award Held	Award Subject/Title
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Please attached the educator’s vita.

Date local Institution was contacted	Date local Institution decision was received
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Brief explanation why LEA feels educator meets academic qualifications for class(es):

LEA Contact (<i>digital signature or typed name</i>)	Date	LEA Superintendent (optional)	Date
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LOCAL INSTITUTION DECISION

Local Institution	Local Institution Contact	Phone	Email
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Local institution minimum academic qualifications to teach the CE course(s):

To meet minimum academic qualifications to teach the CE course(s), educator would have to:

Summary of Local Institution Decision:

Local Institution CAO (<i>digital signature or typed name</i>)	Date	Local Institution CE Director	Date
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USHE APPEALS COMMITTEE RECOMMENDATION

- Local institution decision is affirmed.
- Local institution decision reversed. Educator is approved to teach the following classes:
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- Local institution decision is reversed subject to the following conditions: .
- Other:

Brief explanation of committee recommendation:

Elizabeth Hitch Date
Associate Commissioner, Academic and Student Affairs

Chief Academic Officer, ____ Date

Chief Academic Officer, ____ Date

COMMISSIONER DECISION

Date commissioner's decision was sent to LEA and local institution:

David R. Woolstenhulme Date
Interim Commissioner of Higher Education