

Dual Credit Course Teacher of Record Compensation Procedure

The District recognizes and values the contributions of teachers who serve as the Teacher of Record for dual credit courses offered in partnership with College or University.

In accordance with the Memorandum of Understanding (MOU) between the District and the College or University, the following procedure shall apply:

1. Eligibility

Teachers who are designated as the official Teacher of Record for an approved dual credit course are eligible for compensation as outlined in the current MOU.

2. Designation Process

The designation of a Teacher of Record shall be confirmed jointly by the District and the University, based on course requirements, subject area, and certification or credential requirements.

3. Compensation Terms

Payment for eligible teachers will be provided by the District upon completion of the duties associated with the dual credit course and in accordance with the terms specified in the active MOU. This may include fixed stipends, per-course payments, or other approved compensation models.

- *Clarification:* "Completion of duties" includes, but is not limited to:
 - Delivery of the full course curriculum
 - Submission of final grades to the University
 - Fulfillment of any required university reporting or administrative responsibilities
 - Participation in university-led training or meetings (if applicable)

Deductions: All applicable deductions, including required payroll taxes and benefits, will be withheld from the compensation amount in accordance with District policy and applicable law.

4. Documentation and Verification

Teachers must ensure all required documentation is completed and submitted, including any forms requested by the District or University to verify course delivery and Teacher of Record status.

5. Payment Schedule

Compensation will be disbursed according to the District's regular payroll schedule annually in June following verification of eligibility and confirmation that all required duties have been fulfilled.

6. Alignment with MOU

This procedure is intended to reflect the terms and intent of the current MOU between the District and the University.

7. Updates and Revisions

This procedure is subject to revision pending changes to the MOU, state regulations, or district policy. The District will communicate any updates in a timely manner.

Dual Credit Course – Teacher of Record Checklist

To be completed and submitted to the Building Principal upon course conclusion for stipend/payment processing. The completed form will then be forwarded to the District Office.

Teacher Information

- **Name:** _____
- **Campus:** _____
- **Course Title:** _____
- **University Partner:** _____
- **Term (e.g., Fall 2025):** _____

Course Delivery Duties

Please check each box to confirm completion:

#	Task	Completed
1	Delivered the full university-approved curriculum	<input type="checkbox"/>
2	Maintained regular communication with university liaison or department	<input type="checkbox"/>

- | | | |
|---|---|--------------------------|
| 3 | Submitted student grades to the university by the required deadline | <input type="checkbox"/> |
| 4 | Administered any university-mandated assessments or assignments | <input type="checkbox"/> |
| 5 | Met course contact hour requirements | <input type="checkbox"/> |

Administrative Responsibilities

- | # | Task | Completed |
|---|--|--------------------------|
| 6 | Attended university-required training (if applicable) | <input type="checkbox"/> |
| 7 | Submitted all required rosters or verification forms to the university | <input type="checkbox"/> |
| 8 | Completed district documentation confirming Teacher of Record status | <input type="checkbox"/> |
| 9 | Submitted all required documentation to District Office | <input type="checkbox"/> |

Final Sign-Off

- **Teacher Signature:** _____ **Date:** _____
- **Building Principal Signature:** _____ **Date:** _____

District Use Only

- Verification of Duties Complete: ☐ Yes ☐ No
- Date Received: _____
- Payment Processed: ☐ Yes ☐ No

Processed by: _____