

## **Concurrent Faculty Site Visit Instructions**

In accordance with the requirements set forth by the state of Arkansas, a site evaluation must be performed by a designated ATU faculty member once per year for each course offered. The site visits are a requirement that is mandated by the Department of Higher Education and is part of ATU's authorization to offer concurrent classes. Site visits must be completed by the deadline set by the Office of Concurrent Enrollment each term (typically December 1<sup>st</sup> for fall classes and May 1<sup>st</sup> for spring classes).

### **Methods of Delivery**

There are two types of concurrent classes that you may be visiting:

1. Online classes, in which the classes are taught by a qualified instructor through a partnership with Virtual Arkansas
2. Traditional lecture style class, in which the classes are taught by a qualified instructor on the high school campus

### **Scheduling the Visit**

Each term, ATU department heads and/or faculty will receive information from the Office of Concurrent Enrollment which includes the high school contact information, including the physical address of the high school. When scheduling the lecture style visits, the designated faculty should coordinate directly with the instructor of the class to schedule the visit. Online courses can be reviewed remotely (i.e., faculty office, home office, etc). To evaluate the online courses, please contact the instructor of the class for log-in information.

**Each** class for **each** instructor is required to be visited annually and should be completed prior to the end of the appropriate term. Please note: ADHE does not require visits for each section of each course; only each class by each instructor. For example, if Instructor A has four sections of College Algebra, designated faculty are required to visit one of those sections, not all four.

### **Travel Forms**

In order for travel reimbursement requisitions to be processed in a timely manner, please complete the online Concurrent Site Visit Travel Request form located at <https://www.atu.edu/concurrent/travel-request.php> and submit it at least one week prior to your visit. University policy states all travel requisitions must be completed prior to travel for reimbursement. Upon receipt of the travel request, the Office of Concurrent Enrollment will complete a travel requisition in the designated faculty member's name for mileage for the visit. Approximately 24 hours after the requisition is submitted, the designated faculty should receive a PO via email from the Procurement Office. Please note that if a University vehicle is going to be used for travel, that you will be required to make the arrangements with Facilities Management at (479) 968-0314. Once the site visit has been completed, please send the PO and a completed Travel Expense Reimbursement Form (TR-1) <https://www.atu.edu/travel/docs/TR1%20Instructionslandscape.pdf> to the Office of Concurrent Enrollment ([concurrent@atu.edu](mailto:concurrent@atu.edu)).

### **Evaluation Form**

After conducting your site visit, please complete the online Site Visit Evaluation Form located at <https://www.atu.edu/concurrent/form-evaluation.php>. The site visit form must be completed within the week of your site visit.