

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 1st for fall classes and May 1st 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.

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.