

Faculty Liaison Resources

The Faculty Liaison Resources page is your central hub for everything you need to support A-State's concurrent enrollment partnerships. Here you can:

Review the Faculty Liaison Handbook for guidance on liaison responsibilities, expectations, communication protocols, and best practices.

Access Site Visit Resources, including procedures, visit checklists, reporting tools, and timelines for completing required observations.

Explore the Faculty Liaison Task Timeline to stay aligned with semester-by-semester milestones, deadlines, and workflow expectations.

Find quick links to ADHE Concurrent Enrollment Information to ensure full compliance with state requirements and academic standards.

Locate contact information and support options from the Early College Programs office to assist with questions, coordination, and school-partner engagement.

- [Faculty Liaison Handbook](#)
- [ADHE Concurrent Information](#)
- [Site Visits](#)
- [Role Information/Contacts](#)

Faculty Liaison Handbook

The Faculty Liaison Handbook is your comprehensive guide to supporting high-quality concurrent enrollment experiences at A-State. Inside, you'll find clear guidance on liaison responsibilities, course alignment expectations, site-visit processes, and best practices for working with high-school instructors and partners.

From curriculum oversight and assessment standards to communication protocols and reporting procedures, the handbook equips you with the tools needed to ensure academic integrity and a consistent student experience across all ECP courses. Think of it as your roadmap: it outlines what's expected in your liaison role, the support available from ECP, and how to foster strong, collaborative partnerships with our high-school campuses.

[Faculty Liaison Handbook](#)

ADHE Concurrent Information

[ADHE Concurrent Information](#)

Site Visits

Faculty liaisons play a critical role in maintaining the quality and integrity of the program by conducting site visits and providing instructional oversight. These visits ensure that courses align with program standards and that instructors receive the necessary support. Faculty liaisons are responsible for completing site visits as outlined below and submitting the site visit form within fifteen days of semester completion to ensure timely documentation and review.

Frequency of Site Visits

- Veteran instructors - at least once every two years
- New instructors - visit within the first year

Documentation and Record Keeping

- Complete a detailed site visit form with observations, feedback, etc. Submit site visit reports to cep@astate.edu or submit via ShareSpace to the correct subject area.
 - [Site Visit Form Template](#)
 - [2025-2026 Faculty Liaison Instructor Tracking Document](#)
 - [2026-2027 Site Visit ShareSpace](#)

Role Information/Contacts

[Faculty Liaison Task Timeline](#)

[Early College Programs Contact List](#)