

Minnesota State University, Mankato

Concurrent Enrollment Instructor Application

Please complete the included application to teach concurrent enrollment through Minnesota State University, Mankato. A complete application must include:

- Completed application
- Current resume
- Undergraduate transcripts
- Graduate transcripts

Application Review Process:

All applications must be submitted electronically and emailed to pseo@mnsu.edu.

Please make sure that none of your documents are encrypted. We will merge all documents (application, resume, and transcripts) into one file. Encrypted documents prevent this from happening and will slow down the application and approval process.

The PSEO Office will review your application to ensure all required documents have been provided. After your application is completed, it will be sent for review. All applications are reviewed by a faculty member in the department your are applying to teach courses in, the dean of that college, and Provost's Office. After review, you will be sent a letter with the result of the review (denial, provisional approval, full approval). If you are approved, you'll receive an email with instructions to enter credentials into our Human Resources system. This is a necessary step to affiliate you with our campus and must be completed prior to you teaching your first course.

Minimum Qualifications to Teach:

Minnesota State University, Mankato, in accordance with the Higher Learning Commissions Minimum Faculty Credentialing Guidelines, requires concurrent enrollment instructors to meet one of the following to be approved to teach concurrent enrollment:

- 1) Hold a master's degree in the discipline they are applying to teach or a master's in a subfield with 18 additional graduate credits in the discipline they are applying to teach
- 2) Hold a master's degree in a subfield and working towards earning the required 18 graduate credits in the discipline they are applying to teach
- 3) Equivalent experience. This is rare and experience must be equivalent to graduate level coursework. Teaching experience alone does not constitute equivalent experience.

If there are any questions about qualifications or the application process do not hesitate to reach out to the PSEO Office at pseo@mnsu.edu or 507-389-5119.

Minnesota State University, Mankato Concurrent Enrollment High School Teacher Application

Name
Home Address
City, State, Zip
School phone
Cell phone
High School Email

High School Name
School Address
City, State, Zip
Principal's Name
Counselors's Name

Phone Number:
Phone Number:

Below is a list of common concurrent enrollment courses, please let us know which Minnesota State Mankato Concurrent Enrollment course(s) you are applying to teach. If the course you would like to teach is not listed provide us with the course number and title:

Course 1 Course 2 Course 3 Course 4

Educational Background & Credentials:

Degree	Institution	Year granted	Major(s)
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Number of credits earned beyond highest degree

Graduate coursework, experience, and/or additional training pertaining to the Minnesota State Mankato Concurrent Enrollment course(s) you wish to teach:

