

LIAISON FACULTY INFORMATION

- As a liaison you have a contract with the CAPP Office detailing the high schools you will be contacting and other responsibilities of this position. The Liaison Contracts will be distributed and explained at the Liaison Meeting on September 26.
- Liaisons will work with their CAPP Adjunct Instructors in determining eligibility for special students that do not meet the current CAPP admission guidelines.
- Overload amounts will be calculated after all the registrations for the semester are received. The first fall payment you receive will be on your November 2002 payroll check and this will be for two months of Liaison responsibility.
- After you have completed your class visit to the high school complete a Course Report of the visit. The Course Report and Course Evaluation need to be submitted to your Department Chairperson near the end of the CAPP class. The Department Chairperson will review the materials and make the decision to offer this CAPP class in future semesters/years. If you are working with an adjunct that is teaching the CAPP course for the first time, you will need to do a Peer Evaluation during the first semester the class is offered. The Peer Evaluation will also need to be submitted to your Chairperson and the CAPP Office.
- Course Reports and Evaluations need to be received in the CAPP Office by the completion of the CAPP course.
- Expenses for visiting the high schools (mileage, lunch if over the mealtime) can be claimed on a Travel Expense Report (TER). Send the completed form to the CAPP Office for reimbursement.
- Liaisons need to develop and lead a Department Workshop for their CAPP adjunct instructors on the day of the CAPP Annual Workshop.