

Instructor Application Guidelines

Finger Lakes Community College

Dual Enrollment Gemini Program

Application Instructions:

Please complete the Gemini Instructor application online, here:

https://flcc.formstack.com/forms/instructor_application

The application will require you to upload multiple documents, listed below:

1. Professional Resume
2. Unofficial or official Undergraduate and Graduate Transcripts for all institutions attended
3. Your course outline for each course you wish to teach

A course outline informs students how the requirements of the FLCC syllabus will be met in your course. All components of the course syllabus must be addressed in the course outline. It is important that the course outline contain all the information because it is used for assisting with student transferability and course documentation for SUNY. The document entitled “Course Outline Guidelines” <https://www.flcc.edu/pdf/highschool-homeschool/CourseOutlineGuidelines.pdf> is a helpful resource.

Please email Gemini@flcc.edu for a sample course outline for the course you wish to teach. You can find the official FLCC syllabus for every FLCC course on our website: www.flcc.edu/courses

Credentials:

Each academic department at FLCC determines which credentials they require of Gemini instructors. High school instructors should possess similar credentials to FLCC faculty who teach the same courses, with a master’s degree in the discipline recommended. Preferred credentials for all instructors include:

1. Successful completion of the course you wish to teach (or equivalent) plus additional coursework in the discipline if a degree was not earned in the discipline. Most academic departments require at least a bachelor’s degree in the discipline or related field.
2. All Gemini instructors must have a completed master’s degree. A master’s degree in Education is acceptable.
3. Teaching experience preferred.

Approval Process:

After an instructor submits their application, the application will be reviewed by the FLCC academic department chairperson. The office of concurrent enrollment will email the applicant and their school’s Gemini Site coordinator about the application status. FLCC academic departments may require additional steps in the application process, such as a meeting with the department chair or discipline coordinator. New instructors will participate in a virtual new instructor meeting prior to the start of the semester.