



## **22-23 NUSTEP Instructor Requirements**

- New instructors must attend NUSTEP New Instructor Orientation held in late August before the start of the fall semester.
- All instructors are assigned a Faculty Liaisons from the University who serve as a mentor throughout the program.
- New instructors must meet with their assigned Faculty Liaison to develop their course syllabus, which must mirror the syllabus used on campus.
- All course syllabi must be approved by your Liaisons each year you offer a course, prior to the course beginning.
- Approved course syllabi must be submitted to the NUSTEP office before the start of the Fall semester.
- Per our Accreditation, new instructors must be observed by their Faculty Liaisons at least once during their first year in the program, and then once every three years afterwards.
- The Instructor and Liaison are required to complete and submit to the NUSTEP office, a NUSTEP Instructor Observation form.
- Instructors are required to attend our annual in-person Professional Development Day, typically held during the Spring semester.
- At the end of the semester or academic year, instructors are required to submit 2 copies of their course final exam or project, with the students' personal information redacted, to the NUSTEP Office. Instructors also must submit the completed course evaluations for all of their students (the NUSTEP Office provides course evaluations prior to the end of the semester).
- If instructors are teaching the same course the following academic year, they must submit a course syllabi to the NUSTEP office, and must complete a "Intent to Teach NUSTEP" form for the following academic year by the end of June.
- Once NUSTEP receives the course finals/projects, course evaluations, syllabi for the following year (if applicable), and "Intent to Teach NUSTEP" Form (if applicable), we award the instructor either a \$1,000 Graduate Education Voucher, or a \$250 cash stipend (Instructor's choice).