

Dear Concurrent Enrollment Instructor,

I am writing to introduce myself as the TC3 Faculty Liaison who will be working with you, as well as other instructors teaching concurrent enrollment courses in _____ (subject/course) through the CollegeNow@TC3 Program. Faculty Liaisons have the overall responsibility for coordinating alignment between the high school concurrent enrollment curriculum and the college curriculum for the equivalent course. Specific responsibilities include: review of new concurrent enrollment course proposals and instructor applications, site visits to CE classes, meetings with instructors, and coordinating professional development opportunities for CE instructors. I also hope to help identify useful classroom materials and facilitate an exchange of ideas among all the CE instructors teaching _____ (subject/course).

I will be contacting you in the future to set up a time when I could come to your school and visit your class. In the meantime, please don't hesitate to contact me if you have any questions. I look forward to meeting you.

John Doe
TC3 Faculty Liaison, English