



NORTHWEST  
NAZARENE UNIVERSITY

## PROFESSIONAL DEVELOPMENT INSTRUCTOR RESPONSIBILITIES

### **COURSE APPROVAL REQUIREMENTS AND PROCESS**

PD credit requirements include a minimum of fifteen (15) hours of formal instruction per PD credit, led by a qualified Master's level content instructor.

Potential instructors must submit a completed **Instructor Information Form** for review and approval. Instructor of Record status is granted according to NNU accreditation and customer service policies. Status may be revoked at the discretion of the University.

Documents received by the Center for Professional Development will be reviewed for approval by the appropriate university faculties. The PD Coordinator will contact the instructor to facilitate optimal course design and to notify of course approval.

Requests for credit approval should be submitted prior to the start date of the course, preferably 2-4 weeks ahead of time.

Whether you're already running PD in your district and are looking for credit or have an idea for a new course, feel free to contact the Educational Liaison with any questions: [pdcoordinator@nnu.edu](mailto:pdcoordinator@nnu.edu) or 208.467.8374. You can find more information on our [Instructor Resources](#) page.

### **INSTRUCTOR REQUIREMENTS FOLLOWING COURSE APPROVAL**

An Instructor for the Center for Professional Development has important responsibilities to perform on behalf of Northwest Nazarene University. An outline of those expectations follows. Please read them carefully and follow the procedures as summarized. Questions may be directed to the Center for Professional Development by email at [pdcoordinator@nnu.edu](mailto:pdcoordinator@nnu.edu) or by phone at 208.467.8374.

**Publicizing Classes:** CPD must approve your **Course Form** prior to any advertising.

*Note:* An e-announcement for your course(s) will be provided to you upon course



**NORTHWEST**  
NAZARENE UNIVERSITY

approval. Please distribute this PDF flyer via email or print to announce your course. You may also embed the course catalog link to your website.

**Conducting Classes:** Instructors are expected to verify student enrollment against the course roster in [PDLearn](#) during the first week course is scheduled. NNU expects instructors to treat all students with respect, maintain high academic standards, and to conduct challenging and rewarding classes consistent with course objectives, as stated in the course syllabus.

**Attending Classes:** Hold classes at the times indicated or as mutually agreed upon by the instructor and the students.

**Grading Students:** Enter student grades into [PDLearn](#) within one week of course completion.

## **INSTRUCTOR AGREEMENT**

*Submission of your Course Form indicates your agreement with the following:*

Northwest Nazarene University is a Christian Liberal Arts University.

If my course is approved, I intend to uphold the quality, standards, and institutional purposes of NNU. I understand this includes:

- (1) using language that is free from profane or vulgar reference;
- (2) demonstrating respect for NNU, its faculty, and students; and
- (3) following the administrative policies and procedures of the Center for Professional Development.