Pre-College Programs | About Us
For Potential Instructors

Columbia's Pre-College Program has served high-achieving high school students from across the country and around the world for over 30 years.

During the summer, we offer over 100, non-credit courses, both on campus and online, in 3-week and 1-week durations. During the fall and spring terms, we offer a fully online Academic Year Weekend program, with classes running once a week on Saturday or Sundays, for a total of 10-weeks. In addition to taking classes, students have the opportunity to engage in a variety of extracurricular activities throughout their program.

The Hiring Process
- The hiring process for instructors requires one or more interviews, the submission of teaching evaluations, an online teaching demonstration, and other criteria.
- Employment eligibility is contingent upon valid work authorization. We unfortunately are unable to sponsor O-1 and Stem-OPT visas.
- We are unable to hire individuals that hold a concurrent appointment at Columbia (this includes teaching, administrative, research, etc.).
- If hired, all instructors must complete a mandatory background check and Protection of Minors training, as mandated by University Policy.

Curriculum
All instructors are required to submit a detailed syllabus prior to the start of the program. To aid in the syllabi development process, we may share prior syllabi with you as a guide. However, you are able to design the course as you wish based on your own expertise, as long as it continues to align with the course description.

To supplement lectures and classroom activities, instructors are permitted to schedule guest speakers, and for those teaching on-campus, arrange field trips to relevant locations nearby.

Regardless of modality, all instructors will also have a Canvas (CourseWorks) site, where they can post assignments and reference materials. Canvas is also where we host our online courses via Zoom.

The average class size is 22 students for online courses, and 24 students for in person classes. However, there are some courses that have more or less students depending on the curriculum and format of the class.

All of our courses are non-credit bearing and students do not earn a grade for the course, instead, students receive a letter of evaluation outlining their participation in the course. Students often use these letters as a supplemental material for their college and internship applications.

Compensation

Please see the salary ranges below for our compensation rates.

Term	Modality	Session	Duration	Compensation Range
Summer	Campus	Session 1 & 2	3-Weeks	$6,150 - $7,850
		Session 3	1-Week	$2,200 - $2,800
	Online	Session 1 & 2	2-Weeks	$3,300 - $4,200
		Session 3	1-Week	$2,200 - $2,800
Fall & Spring	Online	-	10-Weeks	$3,200 - $5,000

A one-time course development fee will be added to your compensation when you teach a course with us for the first time. Development fee rates are $1,000 for 3-Week courses and $500 for all other courses.

Summer Dates

Please see below regarding dates and modalities for summer 2024.

Summer 2024					
Modality	Session	Dates	Duration & Curricular Hours	Meeting Times	Misc.
In-Person	Session 1	6/24 - 7/12	3-Weeks, 56 hours	9:10-11am & 1:10-3pm **or** 11:10am-1pm & 3:10-5pm	no classes on July 4
	Session 2	7/16 - 8/2			
	Session 3	8/5 - 8/9	1-Week, 20 hours		
Online	Session 1	7/1 - 7/12	2-Weeks, 27 hours*	8-11am **or** 12-3pm **or** 5-8pm	*27 hours + 3 hours of asynchronous work; no classes on July 4
	Session 2	7/15 - 7/26	2-Weeks, 30 hours		
	Session 3	8/5 - 8/9	1-Week, 20 hours	10am-12pm **&** 1-3pm	
All courses meet Monday - Friday during their scheduled dates.					

Questions? Please email hsp-support@columbia.edu with any additional questions about working as an instructor with our program.