

Distance Education

Faculty Teaching Load—Web Based Courses

If more than a 50% course load is online, the faculty member must submit and maintain office hours that equal twice the minimum number stated in the contract. These need to be a combination of on-campus and online office hours. The schedule of hours will need to be approved by the Chair prior to the beginning of the semester.

Web-Based Course Faculty Rotation

The following is the Department policy regarding the rotation of faculty wishing to teach distance education courses:

The faculty member who developed the Web-based course will be given first preference for teaching the course he/she developed. In case two faculty members developed the same distance learning course, both faculty members wish to teach the course, and the decision is made to schedule only one section, preference shall be given first to the faculty member with the highest seniority.

Evaluating Web-Based Courses

The process for evaluating distance education courses will be the same as traditionally taught courses, which include student evaluations, peer evaluations, and chair evaluations. The exception will be that evaluators will need to be granted non-grading instructor access to the course for an agreed upon period of time. In addition, online and hybrid courses are open to evaluation by the Distance Education Committee using the process that is published on the Center for Teaching and Research Excellence's website.

The department's By-Laws will address the standards for online course. As the department is moving towards fully online degrees, there will need to be a level of conformity to course structure, assessment, and facilitation.

Process for selecting faculty to teach Internet courses

Prior to teaching any online course faculty and instructors need to complete the Online Certification Training offered through the Center for Teaching and Research Excellence.