

College Operating Procedures (COP)



Procedure Title: Initial Faculty Certification for Online and Blended Instruction

Procedure Number: 03-0801

Originating Department: Provost

Specific Authority:

Board Policy n/a

Florida Statute n/a

Florida Administrative Code n/a

Procedure Actions: 06/01/10; 02/15/11; 03/01/11; 09/10/14; 10/16/17

Purpose Statement: This COP defines the initial certification process required of all faculty who teach an online course a blended course which includes online instruction.

Guidelines:

All faculty who wish to teach online or blended courses must be certified. This consists of completion of the certification process, as defined by the Provost's Office, for either online instruction, blended instruction, or both depending upon the modality that the instructor will be employing.

Upon successful completion of the certification process, a faculty member is certified to teach online and/or blended courses. Assignment of an online course for faculty is contingent upon section availability.

Procedures:

1. Faculty interested in teaching an online or a blended course should discuss qualification and academic credentials with their academic dean, coordinator or department chair.
2. The academic dean, coordinator, department chair, or faculty member will contact the appropriate director in the Office of Academic Affairs with the intent to complete the certification.
3. This certification process, must be completed prior to the instructor teaching an online or blended course. Enrollment in or completion of the certification course is not a guarantee of a teaching opportunity.

Any major revision of certification guidelines must be supported by the Academic Technology Committee.