|  |  |
| --- | --- |
| **Procedure Title:**  **Procedure Number:**  **Originating Department:** | Faculty Certification for Online and Blended Instruction  03-0801  Provost |
| **Specific Authority:**  Board Policy  Florida Statute  Florida Administrative Code  **Procedure Actions:**  **Purpose Statement**: | n/a  n/a  6A-14.0411 (3), 6A-14.0304  06/01/10; 02/15/11; 03/01/11; 09/10/14; 10/16/17    This COP defines the initial certification process required of all faculty who teach an online course or a blended course that 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. The faculty member up for certification will complete a survey to assess readiness for online instruction. Faculty are expected to demonstrate competency in using the Learning Management System (LMS) and agree to uphold the FSW Guidelines for online learning as supported by the Academic Technology Committee.
4. This certification process, must be completed prior to the instructor teaching an online or blended course. Completion of the certification process is not a guarantee of a teaching opportunity.

**Certification Expectations:**

It is important for faculty teaching online or blended courses to stay current in pedagogical best practices and learning technologies due to the rapidly changing online learning environment. A faculty member should demonstrate continued commitment to distance learning professional development. Continued Online Teaching Certification may be contingent upon completion of professional development activities per the discretion of the academic leadership. It is also crucial that instructors follow COP 03-0805 General Course Operating Procedures, as well any departmental or college-wide academic requirements.

1. Faculty teaching online should complete and provide documentation of professional development activities relating to either online pedagogies or online technologies. Faculty are encouraged to incorporate documentation of professional development activities into their teaching portfolios. Activities that will satisfy the professional development requirement include but are not limited to:

* Participation in a professional development workshop, webinar, or course.
* Facilitation of a workshop or a webinar for online instructors.
* Attendance at a conference that has an emphasis on online technology, course design or pedagogy.
* Completion of a course in distance learning, online instruction or technology.

1. Faculty must satisfactorily adhere to COP 03-0805 of General Course Operating Procedures for online and blended courses.

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