

PIEDMONT VIRGINIA COMMUNITY COLLEGE

I – ACADEMIC AFFAIRS POLICIES

I – 25.0 CERTIFICATION OF ONLINE AND HYBRID TEACHING FACULTY POLICY

Policy #:	I – 25.0
Effective:	April 2006
Revised:	December 2008; June 2009
Responsible Dept.:	VPISS

Purpose

The number of online and hybrid course offerings are increasing significantly each year. In order to support the design and delivery of online and hybrid courses, PVCC needs to provide training, support, and resources for our full-time and adjunct faculty. Additionally, in order to meet the *Best Practices for Electronically Offered Degree and Certificate Programs* guidelines published by SACS, faculty who teach distance or hybrid courses should know best practices in the design, development, and teaching of an online class to ensure that quality learning and teaching is maintained.

Policy

Faculty must successfully complete TOP or a comparable instructional program that prepares faculty to teach online.

Procedure

1. Faculty interested in teaching online or hybrid courses should contact their division dean to discuss which courses are appropriate for online or hybrid instruction.
2. Faculty should then contact the Coordinator of the Center for Excellence in Instruction to reserve a place in the next class.
3. TOPPVCC is offered free of charge to all full and part-time faculty. Under some circumstances part-time faculty may be compensated for new hybrid or online course development.
4. Faculty are required to teach the newly developed course the first time it is offered in the academic schedule.
5. Upon satisfactory completion, the faculty member will be permitted to teach online and/or hybrid courses.

For specifics on the intellectual property rights policy please consult the VCCS Policy Manual, Section 12, Intellectual Property.