

Piedmont Virginia Community College

Section I – Academic Affairs & Workforce Development Policies

I – 25.0 Certification of Online and Hybrid Teaching Faculty

Effective Date: April 2006

Last Revised: March 2026

Responsible Dept.: Vice President of Academic Affairs and Workforce Development

1. Purpose

PVCC offers a significant number of online and hybrid course offerings 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 SACSCOC, 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.

2. Policy Statement

Faculty must successfully complete *Teaching with Technology* or a comparable instructional program that prepares faculty to teach online.

3. Definitions

N/A

4. Applicability

This policy applies to all full-time and adjunct faculty.

5. Responsibilities

The Office of the Vice President of Academic Affairs and Workforce Development is

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responsible for the implementation of this policy.

6. Procedures for Implementation

- a) Faculty interested in teaching online or hybrid courses should contact their division dean to discuss which courses are appropriate for online or hybrid instruction.
- b) Faculty should register online to reserve a place on the next Teaching with Technology course offered each semester.
- c) Teaching with Technology 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.
- d) Faculty are required to teach the newly developed course the first time it is offered in the academic schedule.
- e) Upon satisfactory completion, the faculty member will be permitted to teach online and/or hybrid courses.

7. Sanctions for Violation of Policy

N/A

8. Other General Information

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