Procedure for Online Course Instructors

Procedure Title: Online Course Instructors

Department Responsible: College of Education

Contact Person and Title: Senior Associate Dean

Procedure: The College of Education has the expectation that faculty teaching online classes will seek professional development activities to prepare them for teaching distance courses through completion of the core modules of the Online Educator Professional Development Program.
https://uateachingacademy.ua.edu/excellence-in-online-teaching/

Those faculty members identified as demonstrating significant expertise in online learning by their Department Heads may meet the requirement through documented experiences such as:
- Ongoing participation in training/development opportunities provided by the Faculty Resource Center related to online instruction;
- Recent professional development through attendance at professional conferences/workshops related to online teaching and learning;
- Evidence of ongoing expertise in online learning through documented experience related to online teaching and learning.

In order for a faculty member to be listed as instructor of record for an online course, the Department Head must ensure that the faculty meets one of the above requirements. This must be completed for each staffing cycle.

What Policy is Connected? There is no UA Policy associated

Scope: College of Education Faculty

Statement from the Office of Teaching Innovation and Digital Education (OTIDE)

At this time, The University of Alabama does not require training for new online instructors. However, all new online instructors are encouraged to complete UA's Excellence in Online Teaching program. More information about the program can be found on the UATA website: https://uateachingacademy.ua.edu/excellence-in-online-teaching/.

Additionally, OTIDE has supported online instructors' enrollment in Quality Matters (QM) workshops. These workshops include those related to designing and improving online courses, and OTIDE has supported **104** faculty members (23 of which are in the College of Education) in completing the Teaching Online Certificate (TOC), a rigorous seven-workshop series. More information about UA's commitment to QM can be found on the UATA website: https://uateachingacademy.ua.edu/quality-matters/

The newly-established UA Teaching Academy, a result of the review completed by Provost Dalton's Online Education and Academic Innovation Committee and commissioned findings from Hanover Research Inc., is housed in OTIDE. The UATA has been designed to serve the needs of all instructors and new graduate teaching assistants and is led by faculty director Dr. Claire Major, professor of higher education in the College of Education. More information can be found on the UATA website: https://uateachingacademy.ua.edu/.