



**AUBURN UNIVERSITY
AT MONTGOMERY**

**AUM ONLINE TEACHING CERTIFICATION
POLICY**

Effective: [Leave this date blank.]

Prior Versions: Unknown

Responsible Office: The Office of Distance Education in conjunction with the Office of the Provost.

Review By: [Date will be assigned by Executive Policy Committee]

I. PURPOSE

In order to provide excellence in online teaching, all faculty members who teach online and hybrid courses must be certified through the Office of Distance Education.

II. POLICY

In most cases faculty members teaching online and hybrid courses must complete the online teaching certification program **prior** to teaching such courses. If the faculty member cannot complete the training prior to teaching online and hybrid courses, the faculty member can complete the training in the first semester he or she is teaching online/hybrid. However, training must be completed before the start of the next semester in which the faculty member is scheduled to teach an online or hybrid course. Certification must be renewed every three years through the Office of Distance Education.

III. APPLICABILITY

This policy applies to all AUM faculty and staff who teach online and hybrid courses, including lecturers and adjuncts.

IV. RESPONSIBILITY

The Office of Distance Education will assist the Office of the Provost with administering this policy.

VI. DEFINITIONS

Online Course: A fully online course is an online course offering in which all class sessions and assessments are conducted in an online environment using the university-sanctioned Learning Management System. Online courses have the designation N and have no required campus meetings.

Hybrid Course: A hybrid course is one in which no less than 51% of class sessions are conducted face-to-face and the remaining class sessions are conducted in an online environment using the university-sanctioned Learning Management System. Class meetings should be regularly scheduled on a daily or weekly basis for the duration of the class.

Learning Management System: A Learning Management System (LMS) is a web-based software used to facilitate the delivery of online, face-to-face, and blended courses. An LMS provides course management (the creation and delivery of dynamic courses, content management, and the ability to record and analyze student progress) in an integrated learning environment.

Academic Freedom: Academic freedom is the right of faculty members, acting both as individuals and as a collective, to determine without outside interference: the college curriculum, course content, teaching, student evaluation and the conduct of scholarly inquiry. In *The Guiding Principles of Accreditation*, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) *Principles of Accreditation* indicates that the institution places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty. Further, the *Principles of Accreditation* state that an institution ensures adequate procedures for safeguarding and protecting academic freedom.

Faculty Development Institute: The AUM Faculty Development Institute (FDI) is responsible for professional development for all AUM faculty and serves as the facilitator for the online teaching certification program.

VII. PROCEDURES

1. Faculty members teaching online and/or hybrid courses must be certified through the Office of Distance Education.
2. Initial online teaching certification is good for three years. To remain certified to teach online and hybrid, the faculty member must complete nine hours of professional development within a three-year period. The professional development must be taken through the AUM Faculty Development Institute (FDI).
3. Online and hybrid courses that are designed and developed by Auburn University at Montgomery faculty belong to the university. However, the faculty or staff member has the academic freedom to continue teaching the course at another university should they leave Auburn University at Montgomery.
4. Deans and department chairs have the authority to embed faculty, and themselves within their own college courses for administrative and academic reasons.

5. Academic freedom is protected in the development and delivery of an online or hybrid course.

IX. EXCLUSIONS

With approval from the Chair and Dean, a faculty member may complete the online training program during the first semester they are teaching online/hybrid courses.

X. INTERPRETATION

The Office of Distance Education and the Office of the Provost interpret this policy.