Online Instructor Policy

Version: 1.0  
Effective Date: October 17, 2019

1.0 Introduction

To ensure educational quality consistent with the University’s mission, instructors teaching an online class for Saint Louis University must demonstrate their preparedness for teaching in the online environment. Standard 6 of the University Policy for Distance Education states, “Faculty responsible for delivering the distance education curricula and evaluating student's success in achieving distance learning goals are appropriately qualified and effectively supported.” This policy addresses the faculty preparation aspect of Standard 6.

2.0 Scope

This policy applies to all instructors teaching online courses offered by Saint Louis University.

3.0 Definitions

This policy employs definitions used in the University Policy for Distance Education.

“Instructors” means any individual teaching an online course for Saint Louis University.

4.0 Policy Statement

In addition to meeting any individual School/College instructor qualification requirements, prior to teaching an online course for Saint Louis University, instructors (full-time and adjunct) must complete a formal program designed to prepare instructors for teaching in the online environment. Preparation for teaching online required by this policy may include completion of a formal preparation course offered by Saint Louis University, by a Saint Louis University school/college, or by completion of similar preparation outside of the University and submission of that documentation to the Associate Provost for Distance Education for review and approval. The program must address online pedagogy knowledge and skills. In rare cases, evidence of extensive experience teaching online and evidence that the teaching is effective may be submitted to the Associate Provost for Distance Education for review and approval as a substitution for a formal preparation course.

5.0 Procedure
The Distance Education Office notifies instructors scheduled to teach an online course of the requirements contained in this policy. Instructors who have not yet completed a preparation program in online pedagogy and who choose to complete the University’s online teaching preparation course must successfully complete that course no less than two weeks prior to the start of their online course.

Submission of documentation for online teaching preparation outside of the University or evidence of extensive online teaching experience and effectiveness must be submitted to the Associate Provost for Distance Education via email attachment, must include evidence of preparation in online pedagogy knowledge and skills, and must be provided no less than two weeks prior to the start of their online course.

In extenuating circumstances, instructors may teach online once prior to completing formal preparation. The Distance Education Office notifies the involved dean regarding the extenuating circumstance and the requirement for the faculty member to complete formal preparation prior to teaching online again.

The Distance Education Office will work with each dean during AY 2019-20 to establish a process to address faculty teaching online prior to the policy activation.

### 6.0 Approvals

**This policy was:**

1. Approved by Distance Education Advisory Committee: October 11, 2019
2. Approved by CADD: October 16, 2019
3. Approved by Interim Provost Chet Gillis: October 17, 2019