

## **Policy on the Training of New and Experienced Distance Education Faculty**

Date Proposed: May 7, 2015

Date Recommended by CAPC: May 7, 2015

Date Approved by Provost: May 15, 2015

### **Policy**

In order for a faculty member to be qualified to teach an online or blended course, he or she must demonstrate currency of training by successfully participating in an approved Office of Distance Education training program as described below within a 5-year compliance period determined by the faculty member's program or department's program review cycle.

Because technology changes, this requirement applies to all faculty who wish to teach blended or online courses, including those who are currently approved to teach such courses under existing policies. Faculty members who have not previously taught in the blended or online format at West Chester University or any other accredited college or university must demonstrate currency prior to teaching such a course at the University.

Currency may be demonstrated by one of the following:

- 1: Completion within the 5-year period of an entry-level training program offered by the Office of Distance Education – for faculty who have not taught in the blended or online format.
- 2: Completion within the 5-year period of a continuing-level training program offered by the Office of Distance Education – for faculty members who have previously:
  - a) taught in the blended or online format at West Chester University or any other accredited college or university; or
  - b) completed training offered by the Office of Distance Education; or
  - c) completed the Flipped/Blended Learning Initiatives; or
  - d) completed similar training offered by the University.
- 3: In lieu only of the continuing-level program offered by the Office of Distance Education, completion within the 5-year period of 6 distinct workshops offered by the Office of Distance Education.

The Office of Distance Education indicates that it can maintain records as required per this policy, and it confirms that it will have beginner and advanced training programs, and relevant workshops, available to faculty as necessary.

Enforcement of this policy is the responsibility of the Deans. It is recommended that they conduct an annual review to determine compliance.