



Online Teaching Certification Policy

Effective:	September 2024
Prior Versions:	August 2010; September 2019
Responsible Office:	Office of the Provost; Office of Distance Education & Faculty Development Institute
Review By:	

I. Purpose

In order to provide excellence in online teaching, all instructors who teach online and hybrid courses must be certified through the AUM faculty Development Institute's (FDI) online teaching certification program.

II. Policy

Instructors teaching online and hybrid courses must complete the online teaching certification program **prior** to teaching such courses. If an instructor cannot complete the training prior to teaching online and hybrid courses, they 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 instructor is scheduled to teach online/hybrid. Certification must be renewed every 3 years by completing 9 hours of professional development through the AUM Faculty Development Institute. This policy applies to all instructors and staff who teach online and hybrid courses.

III. Applicability

This policy applies to all faculty and instructors who teach online and hybrid courses.

IV. Responsibility

Responsibility for the implementation and administration of this policy rests with the Office of the Provost; Office of Distance Education & Faculty Development Institute

V. Definitions

Online Course: A fully online course is a course offering in which all class sessions and assessments are conducted in an online environment using the University sanctioned Learning Management System.

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 weekly basis for the duration of the class.

Instructor: A faculty member, lecturer, adjunct, or other individual who functions in the role of primary teacher in a course.

Learning Management System: A Learning Management System (LMS) is an online learning environment where learners and instructors access course content to participate in learning experiences. An LMS provides tools and resources for the creation, delivery, and management of course content, the assignment and the management of course participants, and provides record of participation and assessments.

Faculty Development Institute: The AUM Faculty Development Institute (FDI) is responsible for professional development (pedagogy and technology) for all AUM instructors and develops and administers the online teaching certification program.

VI. Procedures

1. All instructors teaching online and/or hybrid courses must be certified through the AUM Faculty Development Institute's online teaching certification program.
2. Initial online teaching certification is valid for 3 years. Certification is maintained through completion of 9 hours of FDI-sponsored professional development courses during the next 3 years. FDI offers a wide range of courses featuring pedagogy, technology, and best practices to enhance active learning. Instructors are encouraged to select courses relevant to their teaching needs.
3. Re-certification of online teaching may be required in the event of significant changes to the University's official online learning system (i.e., new LMS)
4. Instructors who are teaching an online or hybrid course in their first semester at Auburn University at Montgomery should use a copy of a pre-existing course. (Not a new online course prep).

VII. Sanctions

Instructors who have not completed online teaching certification by the **second semester** of teaching (online/hybrid courses) will not be allowed to teach online and/or hybrid courses.

VIII. Exclusions

An instructor may complete the online training program during the first semester they are teaching online/hybrid courses as long as they use a pre-existing course (not a new course prep).

IX. Interpretation

The Faculty Development Institute will interpret this policy in conjunction with the Office of the Provost.

Signature

Date