

## **Guide to Online Course Assignment and Instructor Qualifications**

Below is a comprehensive guide detailing the criteria for assigning online courses and the requisite qualifications for instructors to effectively teach in the online learning environment.

### **Level 1 Online Instructors**

**(levels are a suggested title for instructors, institutions may have other wording they want to use)**

1. All faculty new to online teaching are considered Level 1 Online Instructors and should complete training in online learning, in addition to LMS Basics, prior to teaching their first online course. If an online course must be staffed at the last minute, every effort should be made to avoid hiring someone who has no online teaching experience to teach the course. This may sometimes require one-semester exceptions to the following guidelines.
2. Faculty new to teaching online are limited to teach one online course per semester. Efforts should be made to ensure that their first online course is an existing course which requires no course design/redesign. Level 1 Online Instructors should check with their eLearning department before making substantial changes to a course.

### **Level 2 Online Instructors**

1. Faculty are considered Level 2 Online Instructors when they have had an online course observed by their dean, department chair, or equivalent program manager and have also achieved at least two of the following:
  - a. Have had a course go through the internal review process with no items identified as needing development.
  - b. Have at least two semesters (e.g., fall, winter, spring, and/or summer) of experience teaching online.
  - c. Have completed formal training/education (e.g., a credit course, Quality Matters training, MOLLI, etc.) beyond initial training requirement.
  - d. Have a course successfully complete the Quality Matters or some other intensive review process. Note that new hires with significant online teaching experience at other institutions may be designated Experienced Online Instructors without the required

course observation at the discretion of the dean department chair, or equivalent program manager.

2. Level 2 Online Instructors should be limited to teach up to three online courses or nine online credits (whichever is greater) per semester; however, schedules are based on the needs of the division, program or department. Achieving the status of Level 2 Online Instructor does not guarantee that a faculty member will be given any number of online courses to teach.

### **Level 3 Online Instructors**

1. Faculty are considered Level 3 Online Instructors when they have had an online course observed by their dean, department chair, or equivalent program manager or the dean's designee at the institution and:
  - a. Have at least six semesters (e.g., fall, winter, spring and/or summer) of experience teaching online or have taught at least 12 online courses (whichever occurs first)
  - b. Have had a course go through the internal review process with no items identified as needing development and have also achieved at least one of the following:
    - i. Have completed formal training/education (e.g., a credit course, Quality Matters training, MOLLI, etc.) beyond initial training requirement.
    - ii. Have a course successfully complete the Quality Matters or another intensive review process.
2. Level 3 Online Instructors are not limited regarding the number of online courses they can teach per semester; however, schedules are made based on the needs of the division, program, or department. Achieving the status of Level 3 Online Instructor does not guarantee that a faculty member will be given any number of online courses to teach.

Leadership responsible for online learning should maintain a list of faculty qualifications so that persons responsible for course assignments may make informed decisions.