**Application for Approval of**

**Online Teaching Qualifications**

**Instructions**

Faculty and other instructors must be approved as “qualified” prior to teaching online.

1. Faculty who are new to teaching online at NMU will complete a four-week online professional development course delivered through NMU’s learning management system.
2. Faculty who have previously taught online at NMU will complete a self-paced tutorial, delivered through NMU’s learning management system. Alternatively, faculty who have previously taught online may choose to take the course designed for new online faculty.
3. With approval from Academic Affairs, faculty who have previously taught online elsewhere may be permitted to complete the self-paced tutorial instead of the four-week course.
4. Alternative professional development may be approved by Academic Affairs.
5. **Complete Part A of this form to request approval from Academic Affairs to accept non-NMU online teaching experience (#3 above).**
6. **Complete Part B to request approval of alternative professional development (#4 above).**

Completed applications should be submitted to [onlinefaculty@nmu.edu](mailto:onlinefaculty@nmu.edu). Questions about the policy can be directed to Leslie Warren, Dean, Academic Information Services ([lwarren@nmu.edu](mailto:lwarren@nmu.edu) or 227-2117).

**\* \* \* \* \* \* \* \***

**Name**

**Department**

**PART A**

***Complete Part A to request approval from Academic Affairs to accept non-NMU online teaching experience.***

*Please provide information for one online course you have taught.*

Institution

Course

Date

Number of credits

Learning Management System

(e.g., Moodle, Blackboard)

Did the course include any face-to-face components? Yes No

**PART B**

***Complete Part B to request approval of alternative professional development.***

*To be distance qualified, anyone teaching an online course must have completed required professional development on online teaching competencies in four general categories: 1) The NMU online teaching environment (e.g., methods for engaging students, instructor resources), 2) NMU learning management system basics, 3) managing and delivering online course content, and 4) grading and evaluation.*

*The online teaching qualification requirement includes experience in an online environment, either as an online instructor or as an online student (e.g., in the four-week online professional development course provided to faculty who are new to teaching online at NMU).*

**Do you have experience as a student in an online class?**  Yes No

If yes, please provide information for one online course you have taken.

Institution

Course

Date

Number of credits

Learning Management System

(e.g., Moodle, Blackboard)

**Was the experience graded or assessed?**  **Yes No**

If yes, please describe method for grading or assessing.

Did the course include any face-to-face components? Yes No

**\* \* \* \* \* \* \* \***

*Identify the professional development experience(s) that you have that address the learning outcomes needed. Please attach any supporting documentation (e.g., syllabus or program description) if it is available.*

**Professional development experience #1**

**Title**

**Provider**

**Date**

**Learning outcomes *(mark all that apply)*:**

* The NMU online teaching environment (e.g., methods for engaging students, instructor resources)
* NMU learning management system basics (e.g., NMU EduCat/Moodle functions, discussion forums, assignments)
* Managing and delivering online course content
* Grading and evaluation in an online environment
* Other

**Format** \_\_\_ Online \_\_\_ Face-to-face \_\_\_ Other (describe)

**Was the experience graded or assessed? Yes No**

**If yes, please describe method for grading or assessing.**

**\* \* \* \* \* \* \* \***

**Professional development experience #2**

**Title**

**Provider**

**Date**

**Learning outcomes *(mark all that apply)*:**

* The NMU online teaching environment (e.g., methods for engaging students, instructor resources)
* NMU learning management system basics (e.g., NMU EduCat/Moodle functions, discussion forums, assignments)
* Managing and delivering online course content
* Grading and evaluation in an online environment
* Other

**Format** \_\_\_ Online \_\_\_ Face-to-face \_\_\_ Other (describe)

**Was the experience graded or assessed? Yes No**

**If yes, please describe method for grading or assessing.**

**\* \* \* \* \* \* \* \***

**Professional development experience #3**

**Title**

**Provider**

**Date**

**Learning outcomes *(mark all that apply)*:**

* The NMU online teaching environment (e.g., methods for engaging students, instructor resources)
* NMU learning management system basics (e.g., NMU EduCat/Moodle functions, discussion forums, assignments)
* Managing and delivering online course content
* Grading and evaluation in an online environment
* Other

**Format** \_\_\_ Online \_\_\_ Face-to-face \_\_\_ Other (describe)

**Was the experience graded or assessed? Yes No**

**If yes, please describe method for grading or assessing.**

**Approval**

*To be completed by Academic Affairs. Response from Academic Affairs will typically be provided within five business days, but additional time may be necessary in some circumstances.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Evidence provided** | **Partial exemption.** Faculty member is required to complete the self-paced tutorial. | **Full approval.** Faculty member’s experience satisfies the online teaching qualifications requirement. |
| The NMU online teaching environment (e.g., methods for engaging students, instructor resources)   * Assessed/graded |  | (A) Evidence of significant professional development that evaluated many, but not all, of these outcomes. | *(C) Required:* Evidence of professional development that evaluated each of these outcomes |
| NMU learning management system basics   * Assessed/graded |  |
| Managing and delivering online course content   * Assessed/graded |  |
| Grading and evaluation in an online environment   * Assessed/graded |  |
| *OR* | *AND* |
| Online teaching experience   * Fully online (no face-to-face elements) * Credit-bearing course * Accredited institution |  | *(B) Required:* Evidence of experience of teaching a fully-online class | *(D) Required:* Evidence of experience of teaching or being a student in a fully-online class |
| Online student experience   * Fully online (no face-to-face elements) * Assessed/graded |  |  |

* **No exemption.** Faculty member is required to complete the four-week course.
* **Partial exemption.** Meets (A) or (B) above. Faculty member is required to complete the self-paced tutorial.
* **Full approval.** Meets (C) and (D) above.Faculty member’s experience satisfies the online teaching qualifications requirement.

Reviewer Date