

Attachment #6

FACULTY ORIENTATION/TRAINING FOR DISTANCE LEARNING

Procedure Reference Number: DL 2.O

Effective Date: June 1, 2001

Subject: Faculty Orientation/Training for Distance Learning

Introduction:

The purpose of this procedure is to provide guidance to both faculty and trainers concerning the expected level of competence necessary to prepare and present distance learning instructional materials.

General Provisions:

1. Nothing in this procedure is to be construed to prevent faculty from continuing to develop materials and conduct on-campus classes in accordance with the traditional guidelines of the University or to restrict academic freedom.
2. It is anticipated that a developer of course materials for a distance delivered course will be eligible to receive various degrees of financial support and use various University resources.
3. Before the commitment of resources is authorized, the instructor must demonstrate to the Distance Learning Coordinator that he or she is competent to develop distance learning instructional materials.

Specific Provisions:

The relevant department chair or equivalent, for a program is to identify faculty who have been teaching an on-campus course or who have the credentials to teach the course who are interested in voluntarily participating in the distance learning instructor training and subsequent course development.

After an academically qualified individual has been identified, a training schedule will be developed by the Distance Learning Coordinator using either Prairie View A&M University, Texas A&M University System, or some other trainer and facilities as appropriate for the nature of the course and the existing knowledge and skills of the individual.

The Distance Learning Coordinator will maintain a listing of faculty and technical staff who have completed training in Distance Education delivery or who acquired the training experientially.