

**ACADEMIC AFFAIRS
ONLINE TEACHING QUALIFICATIONS POLICY**

PURPOSE

Support quality online instruction by ensuring that those who teach any credit-bearing online courses have a fundamental level of pedagogical and technical preparation.

APPLICABILITY

Faculty and Department Heads.

POLICY

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

- 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.
- 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.
- 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.
- Alternative professional development may be approved by Academic Affairs.

One-time exceptions to the requirement can be approved for a single semester only by Deans, who must submit an exception notification to Academic Affairs. Faculty receiving one-time exceptions should consult with the NMU Center for Teaching and Learning to receive support during their exception period.