



DOROTHY F. SCHMIDT COLLEGE OF ARTS AND LETTERS

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To: Faculty of the Dorothy F. Schmidt College of Arts and Letters

From: Dean Michael J. Horswell

RE: Online Policy Policies/Practices

Date: October 30, 2023

**Dorothy F. Schmidt College of Arts and Letters Online Policy Policies/Practices:** Created by a Faculty Committee during the academic year 2022-23 and reviewed by college leadership on several occasions. Favorably accepted by the Faculty Assembly on October 30, 2023.

### POLICIES

**Course Assignment and Instruction Modality:** Chairs/Directors are responsible for annual assignments, including which courses are assigned to faculty as well as determinations of course modality.

**Online Teaching Load:** The maximum online teaching load for Tenure Track/Tenured faculty per academic year is 50%, unless otherwise approved by Chair/Director with Dean permission. Exceptions may be made for faculty teaching in fully online programs.

**Online Office Hours Policy:** Online office hours should be scheduled for each online course, per university policy. Online office hours times should be clearly announced and maintained. Faculty need not be persistently “on” a virtual platform during office hours, but should provide ways for student consultation, including in-person if requested and feasible.

### BEST PRACTICES

It is suggested that units develop criteria for determining which courses will be developed for online modalities as well as a process through which faculty can be approved/selected to work with CoCE on course development.

It is suggested that units will have routine assessment mechanisms for their online curriculum that include:

- Assessment of the appropriateness of online modality for courses/course and program objectives
- Evaluation of instructors’ on-line teaching outcomes (SPOTS, DFW rates, other)
- Ensuring course designs and instructional techniques (assignments, course modules, readings or other assigned work e.g.) remain current and useful.