



## Distance Course Instructor Policy

**Version:** 2.0

**Responsible University Official:** Provost

**Effective Date:** November 1, 2023

### 1.0 Introduction

To ensure educational quality consistent with the University's mission and with external accreditor/regulatory expectations, instructors teaching a distance class for Saint Louis University must demonstrate their preparedness for teaching in the online/distance environment. Standard 6 of the [University Policy for Distance Education](#) states, "Faculty responsible for delivering the distance education curricula and evaluating student's success in achieving distance learning goals are appropriately qualified and effectively supported." This policy addresses the faculty preparation aspect of Standard 6.

### 2.0 Scope

This policy applies to all instructors teaching distance courses in any format (asynchronous online, synchronous online, or dual-mode) offered by Saint Louis University.

### 3.0 Definitions

This policy employs definitions used in the [University Policy for Distance Education](#).

"Instructors" means any individual teaching a distance course for Saint Louis University, regardless of appointment type or rank/status.

### 4.0 Policy Statement

In addition to meeting any individual School/College/Department instructor qualification requirements, prior to teaching a distance course for Saint Louis University, instructors (full-time and adjunct/part-time) must complete a formal training/educational program designed to prepare instructors for teaching in the online/distance environment. Preparation for teaching distance courses required by this policy may include completion of a formal preparation course offered by Saint Louis University, by a Saint Louis University school/college, or by completion of

similar preparation outside of the University and submission of appropriate documentation to the Chief Online Learning Officer for review and approval. The program must address online/distance pedagogy knowledge and skills. In rare cases, evidence of extensive experience teaching online, and evidence that the teaching is effective, may be submitted to the Chief Online Learning Officer for review and approval as a substitution for a formal preparation course.

## 5.0 Procedure

The Distance Education Office notifies instructors who are scheduled to teach a distance course of the requirements contained in this policy. Instructors who have not yet completed a preparation program in online/distance pedagogy and who choose to complete the University's online/distance teaching preparation course should successfully complete that course no less than two weeks prior to the start of their distance course.

Submission of documentation for online/distance teaching preparation outside of the University or evidence of extensive online/distance teaching experience and effectiveness must be submitted to the Chief Online Learning Officer no less than two weeks prior to the start of their online course.

In extenuating circumstances, instructors may teach a distance course once prior to completing formal preparation. The Distance Education Office notifies the involved dean regarding the extenuating circumstance and the requirement for the faculty member to complete formal preparation prior to teaching a distance course again.

## 6.0 Approvals

### **This policy was:**

1. Approved by Distance Education Advisory Committee: *October 11, 2019*
2. Approved by CADD: *October 16, 2019*
3. Approved by Interim Provost Chet Gillis: *October 16, 2019*
4. Revisions approved by the Distance Education Committee: *October 13, 2023*
5. Revisions approved by CADD: *October 25, 2023*
6. Revisions approved by Provost Mike Lewis: *October 25, 2023*