

College Operating Procedures (COP)



Procedure Title: Division of Teaching Innovation, Faculty Development, and Online Learning (TIFDOL): Initial Faculty Certification

Procedure Number: 03-0801

Originating Department: Provost/Vice President of Academic Affairs

Specific Authority:

Board Policy n/a

Florida Statute n/a

Florida Administrative Code n/a

Procedure Actions: Adopted: 06/01/10; 02/15/11; 03/01/11; 09/10/14

Purpose Statement: Division of Teaching Innovation, Faculty Development, and Online Learning provides programs and services that empower instructors, students, and staff members to use technology to enhance teaching and learning.

INITIAL FACULTY CERTIFICATION

All Faculty who wish to teach online or blended courses must be certified. This consists of completion of the certification process described in the TIFDOL Certification Guidelines for the modality of instruction.

Upon successful completion of the certification process, a faculty member is certified to teach online and/or blended courses. Assignment of an online course is contingent upon section availability.

Procedures:

1. Anyone requesting online or blended teaching certification will contact the TIFDOL Office.
2. The appropriate director in TIFDOL and the instructor will decide on the appropriate cohort for the instructor to join in order to complete the certification process.
3. The certification process, as outlined in the TIFDOL Certification Guidelines, must be completed prior to the instructor teaching an online or blended course. Enrollment in or completion of the certification course is not a guarantee of a teaching opportunity.
4. Any major revision of TIFDOL Certification Guidelines must be considered by the e-Learning Committee, and if approved, will recommend them to the Provost/VPAA for action.