

College Operating Procedures (COP)



Procedure Title: Division of Teaching Innovation, Faculty Development, and Online Learning (TIFDOL): Renewal of Faculty Certification
Procedure Number: 03-0804
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; 09/19/14

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

YEARLY RENEWAL OF ONLINE FACULTY CERTIFICATION

Online and blended teaching is a rapidly changing environment. It is critical that faculty stay current in both philosophy and technology that is ever evolving. A faculty member will need to maintain certification each year. Renewal of certification may be contingent upon completion of professional development activities. It is also crucial that instructors follow TIFDOL's operating procedures as well as any departmental or college requirements.

Procedures:

1. Faculty must complete and provide documentation of professional development activities relating to either online pedagogies or online technologies. Faculty are encouraged to incorporate documentation of professional development activities into their teaching portfolios. Activities that satisfy the professional development requirement include but are not limited to:
 - a. Participation in a TIFDOL professional development workshop, webinar, or course
 - b. Attendance at a TIFDOL Faculty Institute
 - c. Facilitation of a workshop or webinar for online instructors
 - d. Attendance at a conference that has an emphasis on online technology or pedagogy
 - e. Completion of a course in distance learning, online instruction or technology.
2. Faculty must satisfactorily adhere to COP 03-0805 of the TIFDOL General Course Operating Procedures.
3. Faculty must meet any and all departmental or college-wide academic requirements.