

WTAMU Education on Demand Faculty Expectations

WTAMU Education on Demand (formerly correspondence study) strives to deliver an outstanding educational experience to our students. WTAMU Education on Demand (EOD) courses are designed and delivered by academically qualified faculty members. With department and college approval, WTAMU faculty members are eligible to contract, develop, and teach EOD courses offered through the Office of Continuing Education (OCE). Faculty who contract with OCE/EOD to develop and/or teach these courses are subject to all expectations listed in this document: *WTAMU Education on Demand Faculty Expectations*. These expectations are explicitly included as part of the Education on Demand Course Contracting Form and are considered for continuing employment as a WTMAU Office of Continuing Education/Education on Demand faculty member.

Future teaching eligibility is based on the continued fulfillment of administrative responsibilities and expectations listed. OCE/EOD reserves the right to replace faculty and/or to close a course because of the instructor's failure to meet course delivery expectations as outlined in the *WTAMU Education on Demand Faculty Expectations* document.

General Expectations for Education on Demand Instructors

WTAMU endeavors to provide EOD students with instruction that is equivalent in content and quality to face-to-face instruction provided in courses on the WTAMU campus. To work toward this goal, WTAMU EOD course instructors must meet the following general expectations:

- Deliver courses in a professional and organized manner.
- Interact with students in a constructive, encouraging, and timely manner.
- Respond to student communications and requests, following a policy set forth by the instructor in the syllabus.
- Identify and address problems with course content or the technology environment.
- Contribute toward the continuous improvement of his/her course(s).

Course Development Expectations

- Instructors are expected to work with instructional designers to include these features in online courses for which they serve as subject matter experts: Ensure course is accessible to qualified individuals with disabilities (also referred to in federal law as “qualified handicapped persons”) as referenced in Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.
- Develop a comprehensive course syllabus using templates and design principles as determined by the designers.
- Clearly articulate the academic requirements for the course, including course assignments, participation requirements, examinations, and evaluation rubrics.
- Clearly set forth expectations for both students and instructor in the syllabus to ensure that students understand what is expected of them and what they can expect of the instructor.
- Develop an instructor biography for publication within their course(s).

- Develop instructional content for the course that includes components of theory, practice, and assessment.
- Develop assessment instruments to measure the academic progress of students using multiple approaches. In addition to the use of quizzes and exams, EOD encourages instructors to use a variety of assessment methods to evaluate student-learning outcomes.
- Adhere to standard naming conventions provided by the instructional designers for all documents used in the course.
- Maintain a list of suggested course improvements and communicate these proposed improvements to the EOD support staff when course revision is indicated.

Copyright Compliance Expectations

It is incumbent upon the instructor to ensure that all content posted to the WT Class course site complies with WTAMU EOD Guidelines for Copyright Compliance and has received appropriate copyright clearance.

Content used in an EOD course must meet one of the following criteria:

- Copyrighted (or created) by the instructor
- Copyrighted but used with permission of the copyright holder
- Copyrighted but used within the boundaries of the doctrine of fair use
- In the public domain
- Displayed on our course site with permission under Creative Commons licensing (<http://creativecommons.org/>)

- Free use, with verification of free use supplied.

In addition, instructors are expected observe the following information on copyright, library instruction, course reserves, plagiarism, liaison librarians, URLs of online resources, and similar information found at:

<http://infoguides.wtamu.edu/content.php?pid=404907&sid=3314301>

Course Delivery Expectations

Instructors must meet the following expectations for communication, instruction, and grading.

- Use the WT Class mail tool to facilitate prompt communication with students and OCE/EOD staff.
- Respond to student communications and inquiries within 48 hours of receipt excluding holidays and weekends. The OCE will make arrangements with faculty for extended absences to assure that students are responded to in a timely manner. Contact the OCE as soon as you know that you will be unable to answer student communications and inquiries with the 48 hour time frame.
- Address any student inquiries related to course content.
- Assist students in resolving any administrative problem they may have by referring them to the appropriate OCE/EOD staff.
- Forward any student inquiries related to WT Class or technical support issues to the IT course support staff.
- Post grades to the grade book in WT Class as soon as grading is completed.

- Post assignment and exam grades to the grade book in WT Class, and send any hard copy of a graded assignment or exam back to OCE/EOD, within 10 working days of student's submission. There are no exceptions to this policy. Prompt grading is paramount to effectively meeting students' learning needs and therefore, is the primary determinant of continuing employment as a WTAMU OCE/EOD faculty member.
- Return student assignments with substantive feedback and comments, preferably using the Microsoft Word comments or track changes option.
- Use Turnitin to guard against potential plagiarism where plagiarism is suspected.
- Respond quickly to instances of plagiarism, cheating, or any other academic violations as outlined in the *Code of Student Life*.

In addition to required expectations, WTAMU EOD faculty members **are strongly encouraged** to hold "online office hours" by appointment. Office hours and communication technologies used must be clearly posted in the course syllabus and on the WT Class site.

(013113)