



# Faculty Expectations for Online Teaching

*Azusa Pacific University (APU) faculty members agree to contribute positively to the APU mission, to strive for academic excellence, and to encourage and support students in their educational journey. The following faculty expectations support the accomplishment of that goal.*

## I. Policy Adherence

- A. The Office of Innovative Teaching and Technology (ITT) designs online courses according to [APU Standards for Online Learning](#). The syllabus and primary course design may only be altered during an official department revision (refresh) of the online course in conjunction with ITT.
  
- B. The instructor may personalize instruction and add content within the parameters of these Faculty Expectations if the additions do not alter the elements of basic course design. Consult [APU's policy on academic freedom](#).
  
- C. Federal regulations mandate that all online courses provide direct faculty instruction. The university's record of direct instruction affects our students' financial aid; therefore:
  - 1 All submissions of student work (files and documents) must take place within \*Sakai. No external emailing, postal service, external tools, sites, or services may be used for assignment submission.
  - 2 All class discussions and blogging must take place in the course Sakai Forums or Blog tool. No external tools, sites, or services may be used.
  - 3 Grades must be available to students through the Gradebook in Sakai.
  - 4 Additional submissions may be required in other university recognised systems such as Taskstream for portfolios.
  
- \*Sakai is the university's learning management system (LMS) for all online courses.
  
- D. The Family Educational Rights and Privacy Act (FERPA) prohibits faculty from releasing student information to third parties without the student's written consent. Before releasing FERPA-related information, please consult with the registrar's office.

## **II. Online Presence**

- A. Instructor posts the following:
  - 1 A "Welcome" announcement and
  - 2 An "Instructor Profile" page that contains contact information and brief biographical summary before publishing the course.
  - 3 Updates preview and summary weekly announcements pertinent to the current section of the course.
  - 4 Multimedia messages (suggested but not required)
  
- B. Instructor interacts as follows:
  - 1 Monitors the social forum (Water Cooler, Class Lounge, Nursing Lounge, etc.) and replies to course questions within one business day.
  - 2 Responds to student email within one business day.
  - 3 Actively engages students through the Forums tool and other course communication tools.
  - 4 Engages online at least five days per week or more per program requirement.
  - 5 Maintains a friendly, respectful environment in the online classroom, ensuring that student and faculty interaction follows the basic principles of [netiquette](#).
  - 6 Monitors student activity and login events through the Sakai Course Statistics tool and contacts students who register low participation.
  - 7 Instructor notifies students and supervisor of anticipated absence from class that extends beyond two consecutive days.

## **III. Faith Integration**

- A. Instructor facilitates learning activities in ways that foster student analysis, synthesis, and application of Christian perspectives on truth and life relevant to the course content.
  
- B. Instructor's interaction in the course models the application of Christian truth principles within the context of the course discipline.

## **IV. Teaching and Learning**

- A. Instructor monitors student compliance with stated course instructions, outcomes and supplements instructions as necessary.
  
- B. Instructor uses course-based communication tools to encourage and promote student mastery of learning outcomes.

- C. Instructor regularly engages in forums and responds to student posts with the following:
  - 1 Corrective feedback when necessary
  - 2 Affirmation of correct thinking
  - 3 Challenges that guide students toward higher-order thinking.

## **V. Content and Resources**

- A. When adding personalized content, instructor adheres to these expectations and follows [APU Standards for Online Learning](#) regarding accessibility, readability, and learner-centered education.
- B. Instructor encourages students to utilize research guides and resources.
- C. Instructor agrees to use only lawfully acquired copyrighted works, with proper attribution and citations, as part of teaching tools that support the identified curriculum.

## **VI. Technology and Accessibility**

- A. Instructor monitors student participation in the course to determine whether participation is impeded due to technology.
- B. Instructor quickly directs students to resolutions of their technical obstacles through the APU helpdesk at [support@apu.edu](mailto:support@apu.edu) or phone 1-626-815-5050 or on campus extension 5050.

## **VII. Assessment**

- A. When grading student work, Instructor:
  - 1 Uses stated grading policy and/or rubrics to assess student work and online participation
  - 2 Uses appropriate online tools to provide personalized, feedback that references stated grading criteria
  - 3 Returns graded written assignments within five business days from the date the assignment was submitted.
  - 4 Posts forum discussion grades within two days of the end of the online week.
- B. Instructor records grades as follows:
  - 1 To comply with federal regulations regarding course participation, faculty records grades in the Sakai course gradebook.
  - 2 Instructor complies with APU established procedures for recording grade, which includes submitting final grades by the deadline set by the Office of the Registrar.

## **VIII. Preparation**

Updated: 9/8/2013

- A. Instructors who are new to Sakai or APU must satisfactorily complete the Online Faculty Training course offered through the Office of Innovative Teaching and Technology (ITT).
- B. One month before class begins, the instructor follows instructions in the Pre-Term Checklist to import and correctly set up his/her course(s) for the upcoming term.

## **IX. General Expectations**

- A. Surveys
  - 1 Instructor encourages students to participate in a ITT mid-point survey that focus on course design, not faculty instruction.
  - 2 Faculty submits the completed Faculty Information Form (FIF) two weeks before the end of the course. FIF submission initiates the IDEA final course evaluation.
- B. After teaching a course, instructor reports problems and / or suggested improvements to a Curriculum Specialist and program director.
- C. Instructor acknowledges that the online course elements (syllabus, related materials, and modules) are jointly owned by APU and the faculty member who developed the course. Consult the [APU course ownership policy](#) for further information.
- D. If the instructor does not comply with university expectations, requirements or policies, he/she may be removed from a current teaching assignment with partial or non-payment for the course as determined by APU policy.

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