Academic Year: [ ]

Request to Teach Full Teaching Assignment Online

Full-Time Faculty

Name _____ Date_____

I am a requesting to teach my full teaching assignment online with Department faculty, Department/Division Chair and School Dean approval. I realize that Department decisions are based upon student needs and enrollment patterns, taking into account a balance between traditional and online courses. I have allowed sufficient lead-time for my departmental colleagues, the division/department chair, and dean to make recommendations and plan for success of my distance teaching.

Proposed participation (state semester): _____

List course(s) to be taught online:

Subject	Course #	Course Title	Section #

I have demonstrated competency in the use of technology and effective pedagogy in a distance environment. **Please describe.**

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I have experience teaching at least one online course for two semesters. **List online courses and semesters previously taught.**

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I will contribute consistently to the college through department meetings, curriculum development, and various committee responsibilities either in-person or via appropriate, available technologies as determined by the department/division chair. **List commitments and/or responsibilities.**

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My courses and I will be evaluated according to existing evaluation processes.

This agreement is subject to semester review and departmental needs. Decisions to end my "fully online" teaching status will consider sufficient lead-time to coincide with College scheduling processes.

_____

Faculty Member Date

_____ _____

Director, Distance Education Date Department Coordinator/Chair Date

_____ _____

Division Chair/Director (if applicable) Date School Dean Date