

**Standards of Practice for Faculty Teaching Online and Hybrid Courses - CHaHS<sup>++</sup>**  
**Last updated 8/9/2018**

Online and hybrid courses that incorporate best practices of teaching enhance student success and benefit the university community.

**Training for Teaching Online**

- Faculty must complete training about how to teach online (i.e., how to build a course in a learning management system and online pedagogy) **prior to** teaching an online or hybrid course. Documentation of prior training from/at other institutions is acceptable.
- Selected training resources include (this is not an exhaustive list):
  - eCampus offers many resources including [workshops](#), [professional development](#) (see [Professional Development Tracks](#), for example), [eCampus Office of Quality Assurance \(EOQA\)](#), and [more](#)
  - [Online Learning Consortium](#) (SJSU is a member)
  - [Quality Assurance for blended and online learning](#) CSU Chancellor's Office
- Documentation of training should be maintained by each department/school.

**Expectations for Teaching Online**

- Online teaching should have the same university expectations for quality as onsite teaching. The following standards, indicators, and policies may be useful as examples:
  - [Online Teaching Standards and Indicators](#)
  - [Recorded Content Policy](#)

**Peer Evaluation**

- Senate policy [“Evaluation of Effectiveness in Teaching for All Faculty”](#)
- Peer Evaluation Forms should be applicable to all pedagogical formats. See examples from the School of Information:
  - [Peer Review Guidelines](#)
  - [Peer Evaluation Form](#)

**Faculty Meeting Attendance**

- Faculty meeting attendance is a requirement of all tenure/tenure-track faculty, as part of their duty as a university faculty member. Faculty meeting attendance for temporary faculty members is optional, however each department will have their own expectations as to how part-time faculty will be involved with governance and curriculum development.
- Whether faculty meetings are held onsite or. virtually will vary based on departmental needs and norms.

++ Thank you to the School of Information for sharing resources, the majority of this draft draws from their handbook.