

# **Online/Hybrid Course Assignment Process**

1. Faculty submit their [Tentative Course Request Form](https://canadacollege.edu/deac/docs/FacultyScheduleAvailabilityTeachingRequestForm.pdf) to their Division Office according to the timeline for each division.
2. Deans confirm a faculty member’s online teaching training status by checking the Online Teaching Faculty Training List. Each division is responsible for checking this list and confirming the training status for any faculty who may be assigned an online/hybrid course.
* ***Faculty have never been trained to teach online or hybrid courses:*** the Dean and the faculty member put together a plan for the faculty member to, ideally, receive training *prior* to their first semester teaching an online or hybrid course. Once training is successfully completed and the faculty member has a successful course review, the process proceeds to Step 3.
* ***Faculty received training more than 3 years ago:*** the Dean and the faculty member put together a plan for the faculty member to get re-trained within the next academic year. Once re-training is successfully completed and/or the faculty member has a successful course review, the process proceeds to Step 3.
* ***Faculty have received training within the last 3 years:*** the process proceeds to Step 3.
1. Once a faculty member’s training status has been confirmed and updated, the faculty member is asked to sign the [Faculty Checklist for Successful Online Teaching](https://canadacollege.edu/deac/docs/FacultyChecklistforSuccessfulOnlineTeaching.pdf) along with their teaching offer.
* The Checklist should be re-signed and submitted each academic year that a faculty member plans to teach online or hybrid courses.
1. The Online Teaching Faculty Training Tracker is updated regularly as new faculty are hired and as the Online Education Team is notified of faculty completing training and/or course reviews successfully.
2. Please note that this training requirement is not optional, and this process is aligned with recent changes in Title 5, Distance Education § 55200-55210 and specifically section 55208: FACULTY SELECTION & WORKLOAD.