FACULTY CREDENTIALING
Faculty can be validated as prepared to teach and develop online and distance learning courses in three ways:

- One and one-half day ‘Boot Camp’ experience offered three times per year, prior to the start of Summer, Fall and Spring semesters.
- Six-week asynchronous online experience offered five times per year, twice in Fall, twice in Spring and once each Summer.
- Twelve-week online professional development structuring associated course development and supported by weekly instructional design consultation. This option is offered three times per year, once in Fall, once in Spring and once in Summer (I/II).

These options are offered to allow compliance with Virginia Tech Distance Learning Policy #6364, nc-SARA agreement and SACSCOC guidelines for Distance Learning. Courses include asynchronous online, synchronous online (web conference) and connected classroom courses.

In addition to initial faculty credentialing, course development, and course quality assurance review, LED offers options for cyclical refresh of credentialing and course quality assurance review, usually on a three-year cycle.

FOR MORE INFORMATION
PLEASE EMAIL: ledcontact@vt.edu
VISIT: led.tlos.vt.edu
ONLINE AND DISTANCE LEARNING COURSE DEVELOPMENT

Courses are initially developed through the 12-Week process structured by professional development and in weekly consultation with instructional designers.

Faculty holding credentials develop courses independently with up to four consultations with an instructional designer.

ONLINE & DISTANCE LEARNING COURSE QUALITY ASSURANCE REVIEW

Courses developed during the 12-week process structured by professional development are reviewed against quality assurance standards at the end of that process.

Courses developed independently are reviewed at the same time as those courses undergoing initial development (end of Fall, Spring and Summer I/II). Faculty submit a self-report on course elements to LED for staff review and determination necessary refinement. Refinement is completed in consultation with instructional design staff. Course developers then submit evidence and examples for quality assurance standards that are peer reviewed and undergo final review for approval.

TLOS retains and reports data on faculty credentials and course quality assurance review to Registrar and Departments.

CYCLICAL REFRESH OF FACULTY CREDENTIALING AND COURSE QUALITY ASSURANCE REVIEW

Faculty seeking refresh of credentialing as prepared to teach and develop online and distance courses work with LED to assess and update skills and knowledge, mentor faculty developing or revising courses and participate in course quality assurance review process.

Courses requiring cyclical review to validate maintenance of adherence to quality assurance standards follow the process for independent review of courses.

Faculty are always invited to repeat the 12-week course development process to refresh credentials and maintain online and distance learning course quality assurance.