Institutional Faculty Guidelines for Online Teaching

1. Any instructor who offers online courses:
   a. Is responsible for submitting the following reports for each course he/she offers each term, according to the deadline stipulated on the calendar.
      i. Report of students who have not attended classes during the first two (2) weeks of the academic term (No Record/Show)\(^1\)
      ii. *Early Alerts* – Early intervention of students who are experiencing problems with their course requirements through the institutional platform called Finishline. **This applies only to undergraduate courses.**
      iii. Mid-Term grades
      iv. Final grades
   b. Uses Blackboard e-mail as the official means of communication with the student to comply with quality assurance for online courses.
   c. Has to comply with the Assessment Plan scheduled by the Department, using the rubrics provided in Blackboard for these purposes.
   d. Has to require students to complete at least one (1) of the following activities during the first two (2) weeks of the academic term for each online or hybrid course:
      i. Submit an assignment online;
      ii. Take an online assessment;
      iii. Participate in an online interactive tutorial or a trackable computer-assisted instruction; or
      iv. Contact the instructor to ask a question about the academic subject studied in the course.
   e. Has the responsibility to include at least one (1) evaluation through Blackboard using Respondus Monitor and Respondus Lockdown Browser.\(^2\)

2. Every full-time instructor must:
   a. Be available for departmental meetings either in person or virtually, as established by departmental policy.


b. Be available to participate in the institutional committees either in person or virtually, as established by departmental policy.

c. Request the academic load at least one (1) month in advance of the start of the academic term, as established by departmental policy.

3. The department head:
   a. Has the responsibility of ensuring that full-time faculty complete their program credits annually, according to their contractual agreement.
   b. Will request to Distance Education Center of Polytechnic University (CEDUP) a Blackboard Instructor Activity and Tools report, each academic term or when deemed necessary. **This also applies to all part-time faculty members who teach online courses.**
   c. Will manage the student’s evaluation of online courses within Blackboard. **This also applies to all part-time faculty members who teach online courses.**

**Validity**

This revised guideline shall start in August 2019.

**Approval**

[Signature]

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Date

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Vice President for Academic Affairs
Distance Education Center
Virtual Education – Compliance and Assessment Office

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Vice President for Academic Affairs

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3 [https://www.pupr.edu/cedup/](https://www.pupr.edu/cedup/)