

# Online Teaching Essentials

## Policy

All faculty, regardless of rank or tenure, are required to successfully complete the Online Teaching Essentials (OTE) course offered by the Center for Digital Learning & Innovation prior to teaching fully online or hybrid courses for Colorado Mesa University.

## Procedure

- When a faculty member is assigned to a fully online or hybrid course in for the first time in Banner, both the faculty member and their Department Head receive an automated email notification that outlines the requirement and includes a link for registration.
- OTE is a self-paced course designed to be completed in approximately 10–12 hours. Faculty who complete the course with a final calculated grade of at least 80% are eligible to teach fully online or hybrid courses without restrictions.
- Faculty who have previously taught fully online at another institution may be eligible for an exemption. The Director of Digital Learning & Innovation will evaluate such requests.
  - If an exemption is granted, the faculty member's course will be reviewed using CMU's Quality Course Design Rubric. To pass the review, all Essential Standards must be met, along with a minimum overall score of 85%. If these criteria are not met, faculty will be required to complete OTE.
- Faculty who do not successfully complete OTE will be assigned an instructional designer by the Director of Digital Learning & Innovation to provide mentorship and support throughout the semester. These faculty members may teach online or hybrid courses for that semester only.
  - The faculty member will not be eligible to teach online or hybrid courses in subsequent semesters until the requirement is fulfilled.
- Faculty who voluntarily complete OTE prior to being required, are not required to retake OTE should they be assigned to a fully online or hybrid course.