

Online Teaching Essentials Requirement

As of fall semester 2013, Faculty regardless of rank or tenure are required to successfully complete the Online Teaching Essentials (OTE) course offered by Distance Education prior to teaching fully online for Colorado Mesa University. Faculty who have taught fully online for CMU prior to fall 2013, are welcome, but not required, to participate in the Online Teaching Essentials course.

- Upon being assigned to a fully online course in Banner, the instructor and their Department Head receive notification that the instructor is expected to register for OTE. (This notification includes a link for registration and upcoming dates.)
 - In cases where instructors have taught fully online at another institution and can show examples of using Quality Matters standards within their course, the Office of Distance Education may allow the instructor to teach online for one semester. If allowed, the instructor's course will be reviewed by the Office of Distance Education that semester and a determination made as to whether the instructor would need to take OTE (and successfully complete) or if they would only need to include review recommendations in their course (and receive a successful review).
 - All feedback of OTE final projects and official OTE course reviews will be sent to the instructor, as well as to their Department Head.
- Faculty who successfully complete OTE are able to immediately teach fully online courses without restriction. A successful score is 80% on the Final Calculated Grade.
- For Faculty who do not successfully complete OTE, the Director of Distance Education will assign an Instructional Designer to work with the instructor for that semester and the instructor will be allowed to teach online for that semester only. The faculty member is required to register for the next OTE session, and successfully complete it, in order to teach fully online in subsequent semesters.
 - In cases where instructors have failed OTE twice, instructors must be approved by Academic Department Heads and the Director of Distance Education to teach in either online or blended formats.
- In the case where the Faculty is assigned to a fully online course before the start of the next OTE course is available, the Director of Distance Education will assign an Instructional Designer to work with the instructor for that for that semester and the instructor will be allowed to teach online for that semester only. The instructor will be required to take and pass OTE before they are able to teach online the following semester.
- Faculty who elect to take OTE prior to being required, (**and successfully complete OTE**), are not required to retake OTE should they be assigned to a fully online course.

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- Faculty who elect to take OTE prior to being required, (**and do not successfully complete OTE**), will be required to retake OTE should they be assigned to a fully online course.

Adopted by the Colorado Mesa University Academic Council: December 16, 2015

Revised: September 12, 2016