ONLINE TEACHING ASSIGNMENT AGREEMENT

Online faculty serve as the primary contact for CCC’s online learning students. Online faculty are assigned to courses by each of the seven colleges, and Academic Affairs at each college reviews their credentials accordingly. Questions and/or needs concerning online courses or online instructional delivery should be directed to the Office of Instruction within Academic Affairs at the college offering the online course.

Full and part-time faculty accepting an Online Learning Lectureship Assignment must adhere to the following:

1. Meet all CCC credential guidelines, including completion of three online learning professional development courses.

3. Respond to student questions within a 48-hour time period.

4. Grade and provide timely feedback on assignments to support student success.

5. Log into each course site a minimum of three (3) calendar days per week.
   - Review course proceedings to encourage and monitor students’ progress.
   - The maximum time length allotted between each sign-in to each course site in the LMS is three (3) days.

6. Conduct a minimum of three (3) synchronous online instructional sessions for students in your course. Sessions will be recorded with students’ permission.

7. Create faculty-student and student-student discussion board forums at least once a week.

8. Attend the online faculty orientation prior to the start of each semester you receive an assignment to teach online.

9. All online courses have a required CCC Learning Management System format and assigned textbook. Faculty who teach online courses agree to only use the approved CCC LMS format and assigned textbook.

10. All course content in the online classroom must be ADA compliant. The faculty member will maintain the accessibility of the provided course content and ensure all unique content added to the course is ADA compliant. The faculty member is responsible for reaching out to Online Learning with any accessibility questions.

12. Maintain course design elements. Consult with your department chair before altering course design templates.

Failure to execute any or all of the tasks above may result in the initiation of progressive discipline.

ACKNOWLEDGEMENT OF RECEIPT, UNDERSTANDING, AND AGREEMENT. By signing, you indicate that you have reviewed, understood and agree to the above. This agreement is valid for up to 12 months from date of signature.

NAME

HOME COLLEGE

DATE

SIGNATURE