



HLC Accreditation Evidence

Title: Addendum of Expectations of Bartonline Instructors

Office of Origin: Vice President

Document Summary:

Addendum of Expectations of BARTonline Instructors

Barton Community College places primary emphasis on excellent instruction and professionalism in the workplace. Online faculty members are expected to demonstrate and maintain competency throughout their employment with the college. Failure to meet any of these expectations will result in disciplinary action up to and including termination.

Instructional Subject Mastery

- Demonstrate an accurate and thorough knowledge of the field or discipline
- Connect subject matter to related field(s) of the profession
- Display an ability to interpret and evaluate theories in the field or discipline
- Remain current in the subject matter through professional development

Online Readiness

- Successfully complete the 101, 103, and Course Review
- Successfully take the course through and pass the Canvas Appraisal Rubric within six months of the process' initiation for each individual course they instruct. The six month time limit applies to each course and is independent of any other course the instructor teaches.

Teaching Performance

- Employ appropriate teaching and learning strategies in ways which maximize student learning
- Plan and organize instruction to ensure clear delivery of the content and expectations for student performance
 - Migrate course content and finalize course changes each course offering at least 3 days before the sessions' start date
 - Post student grades in a timely manner (as stated in the syllabus)
 - Order required materials for your course from the publisher or the BARTonline Bookstore by the designated due date
- Ensure response to students is completed in a timely manner (24---48 hours is the expectation)
- Provide regular and substantive interaction with students, synchronously or asynchronously; examples follow:
 - Welcome Letter upon receipt of enrollment
 - Weekly updates about course due dates
 - Answer/comment on student questions in virtual office within 24-48 hours
 - Login to course at least four times per week
- Utilize instructional technology as appropriate for the subject matter

- Modify, where appropriate, instructional methods and strategies to meet diverse student needs and learning styles
- Engage in classroom assessment to accurately gauge student learning and create a continuous learning environment for current students as well as enhance the course for future offerings
- Demonstrate continuous learning and adoption of effective, professional online instruction techniques

College Policy, Procedure and Practice Adherence

- Maintain familiarity with college goals, mission, long range plans and policies and procedures [accessible from the college webpage]:
<http://internal.bartonccc.edu/preoffice/strategic-planning.html> or
<http://internal.bartonccc.edu/humres/policies-and-procedures.html>
- Maintain confidentiality of student information
- Verify certification rosters by designated due date
- Respond to communications from College Personnel within 24 hours
- Contribute to planning and development processes where appropriate

Student Learning Evaluation

- Adhere to the learning objectives and outcomes as put forth in the Course Master Syllabus and further delineated in the class syllabus
- Develop evaluation methods which fairly measure student progress toward class objectives
- Evaluate and return student work in a timely manner to promote maximum learning
- Maintain accurate records of student progress
- Submit a Classroom Assessment Technique (CAT) for each class taught each cycle
- Participate in the Course Assessment Project (CAP) by submitting required data to the Course Coordinator by the due date
- Submit final grades and last date of attendance in Paws system by the due date

The terms and conditions of this agreement remain in full force and effect for all instructional activity of the instructor until the agreement is modified in writing by the College. This document will become part of the individual's official College file.

" Under the Uniform Electronic Transactions Act (K.S.A. 16l 1601 *et seq.*), a document sent electronically may be considered an electronic record. If you wish to submit your Addendum electronically, check this box and then sign and date below. In so doing, you are hereby certifying that this electronic submission shall be given the same legal effect as a handwritten signature."

Instructor Signature

Date

Clearly Printed Name