UNIVERSITY OF ARKANSAS AT MONTICELLO
Monticello, Arkansas

FACULTY GUIDELINES FOR ONLINE EDUCATION

Revised September 2020
The University of Arkansas at Monticello is committed to quality distance education as a method of improving education opportunities for students. These faculty guidelines address policies and procedures that enable faculty and students to benefit from the opportunities afforded by distance education as well as provide the resource information faculty need to develop and teach effective interactive online courses.

This handbook is a supplemental guide to the University of Arkansas at Monticello’s Faculty Handbook designed to provide guidance for policies and procedures on Distance Education.

**Class Rosters and Attendance Verification**

Each instructor should have a copy of the current enrollment roster prior to the start of each class. A student must be listed on the roster to be able to participate in the class. A student whose name is not on the roster and who attempts to participate in the class should be immediately referred to the Registrar to resolve the problem. Students are automatically added and dropped from Blackboard in synchronization with WeevilNet daily at 5:00 p.m.

Each instructor should maintain attendance records via participation in online activities and submission of assignments. Criteria for initial attendance may include an orientation quiz, posting a student biography, participating in a first week discussion, or some other assignment that enables the instructor to verify the student’s attendance and intention to continue in the course. Each instructor will be asked to verify enrollment via the Enrollment Verification Form distributed by the Registrar. Any student who has not participated in the class should be noted on the form.

**Class Size**

Class size for a distance education course is determined through a consultative process that includes the academic dean and faculty member. Class size may be revised on a case-by-case basis following experience with course delivery.

**Copyright and Fair Use**

Under Section 107 of the copyright law (https://www.copyright.gov/) passed in 1976, educators are given special exemptions from the law under the Fair Use Doctrine (http://fairuse.stanford.edu). Educators may use copyrighted works without first obtaining permission of the copyright holder, within limits. There are four criteria for determining whether copyrighted materials have been used legally under this doctrine:

1. Purpose and character of the use;
2. Nature of the materials used;
3. Amount and importance of the part used; and
4. Effect on the market of the use.

This site (https://www.copyright.gov/fair-use/more-info.html) shows illustrations of the amounts of copyrighted work that may be used under the Fair use Doctrine.

**Copyright and Online Instruction**

The Technology, Education and Copyright Harmonization Act (TEACH Act) passed in 2002 expands the Fair Use Doctrine to cover distance education. Generally, exemptions given for face-to-face instruction will apply to online instruction. Please visit the American Library Association website for more information http://www.ala.org/advocacy/copyright/teachact/distanceeducation
Copyright Permission

The Fair Use Doctrine currently enables educators to use copyrighted materials without first seeking permission. An educator can also use any materials where copyright permission has been obtained. The following sites offer more information.

The Copyright Clearance Center (www.copyright.com) will obtain permission for educators; a fee is attached to this service.

The Copyright Management Center at Indiana University/Purdue University site has information on how to seek copyright permissions https://fairuse.stanford.edu/overview/introduction/getting-permission/

The US Copyright Office (https://www.copyright.gov/) allows one to search a database for copyright ownership.

Do you need a copyright?

The Library of Congress (https://www.copyright.gov/) provides information regarding registering a work for copyright. Posting a copyright notice on a work, whether or not it is registered, may deter academic and intellectual piracy.

Course Management

Each instructor of an online course must maintain adequate electronic records of course materials including but not limited to:

- Reporting midterm and final grades and “last date of attendance” as required;
- Making sure that each student is encouraged to complete course evaluations;
- Remembering that a student can take the course from anywhere in the world; note the timeframes for due dates explicitly, i.e. 9 a.m. CDT.

Course Ownership

The University of Arkansas at Monticello follows the University of Arkansas Board of Trustees Policy 210.1 regarding course ownership. The link below provides more details. (Board Policy-Patent and Copyright)

Faculty Office Hours

Faculty members are expected to maintain a reasonable number of office hours to facilitate student counseling and advising. Faculty members must host office hours of at least ten hours per week with time in the mornings and afternoons each day. Office hours should be flexible enough to provide reasonable access to students who may have class conflicts. Faculty with responsibilities for laboratories, clinical and intern supervision, and/or research duties, or internship duties should consult with the unit head to design a plan to meet the required time. “Faculty with joint appointments should consult with the unit head to determine office hours.” Office hours must be approved by the unit head. A schedule of office hours must be posted on the faculty member’s door, listed in the course syllabus, and a copy filed in the supervisor's office and in the Office of Academic Affairs.

Faculty Workload

Any distance education course is a part of a teaching faculty member’s standard workload, and should be included in the peer review process, and/or as part of the promotion and tenure yearly
evaluation.

**Expectations**

Blackboard Construction and Maintenance Skills

- Master the courseware functions (e-mail, bulletin board, chat, dropbox, calendar, course content, and testing, etc.)
- Master courseware functions to manage instructional outcomes (test construction, grading, monitoring student performance, etc.).
- It is highly recommended that first time instructors complete UAM’s online course in Blackboard best practices, and seasoned faculty should review this course on an ongoing basis.
- Instructors will respond to student’s email in a timely manner as noted in the course syllabus.

**Instructional Practices and Policies**

An instructor is obligated to develop and to teach each distance education course with the same level of expectation as an on-campus course. Each instructor must prepare a course syllabus using the syllabus template (**Online/Hybrid Course Syllabus**) based upon student learning outcomes for the course. A syllabus should fully disclose the faculty member’s expectations and requirements of the students enrolled in the course. A syllabus for each course must be submitted to the unit’s academic dean in a timely manner so that the dean can submit each syllabus to the Office of the Vice Chancellor for Academic Affairs no later than the first day of class each semester. A course outline will not suffice as a syllabus. The course syllabus must be posted in Blackboard no later than the first day of class.

**Library Resources**

The Fred J. Taylor Library and Technology Center and website provides access to materials your students may need for your course. Hard-copy books, periodicals in print or microfilm, links to all e-journals, e-newspapers, electronic databases, etc. are available.

The library website is available from on or off-campus at the following link: [https://www.uamont.edu/academics/library/index.html](https://www.uamont.edu/academics/library/index.html)

The University of Arkansas at Monticello supports only Blackboard for online course development and delivery. This learning management system creates a course development environment that includes a repository for content files including documents, presentations, multimedia, and synchronous (chat) and asynchronous (threaded discussions); an assessment tool capable of randomly selecting items from a cadre, and a grade book function that can be created to weight components of the course.

It is the faculty member’s responsibility to prepare the content in the learning management system prior to the official start date of the course. Each instructor of an online course should have access to the following technology to ensure proper completion of the course.

**Computer and Software Requirements**

A diagnostic check can be run from the following link: [Blackboard Browser Checker](https://www.uamont.edu/academics/library/index.html)

**Textbooks and Instructional Materials**

Each instructor is responsible for completing the Textbook Order Form as required by the
University Bookstore prior to April 1 and November 1 of each year. Each instructor is responsible for maintaining his/her own instructional materials.

**Tests and Examinations**

Tests and examinations are the responsibility of the instructor unless the academic unit requires a mandated final exam. Each instructor is encouraged to administer a sufficient number of tests and/or evaluated assignments to provide immediate feedback to a student indicating his/her progress in the course. It is important to have enough graded activities prior to the last date to withdraw from a course to permit a student to make a decision about withdrawing from the course with a “W” grade. The instructor should check with his/her supervisor concerning specific departmental test policies. If the instructor requires any exam to be proctored, they must clearly state this in the course syllabus.

**University Support for Distance Education**

The Office of Instructional Technology is located in Harris Hall, Room 122, 460-1663. The Office of Instructional Technology provides support for distance education faculty and students. This office also provides training for online course development and teaching.

**Compensation**

See [UAM OPERATING PROCEDURE 440.2](#)