

Certification and Recertification of Online Professors

The Online Learning Advisory Council of New York City College of Technology has instituted a certification and re-certification procedures for professors teaching online and hybrid courses.

1. Certification

In order to teach online, professors must participate in the City Tech Online Seminar or have prior experience teaching online in an accredited university and have approval from Council members to teach online at City Tech. Upon completion of the professional development seminar, the faculty member will be able to:

1. use appropriate pedagogical and andragogical principles, such as constructivist learning theory
2. master the technology necessary to create and deliver courses based on sound design principles
3. communicate effectively online with students from a variety of backgrounds and with a wide range of professional experiences
4. use effective teaching strategies to enable students to engage successfully with the course material and meet required performance objectives

After successfully completing the seminar, the professor will be assigned a mentor from either their department or school. This mentor will guide them through their first semester teaching an online or hybrid course. If the professor is approved by the mentor at the end of the semester, the professor becomes certified.

2. Recertification

To ensure a high level of teaching standards, periodic recertification of the professor is necessary. All members of OLAC are periodically recertified. They then recertify professors teaching within departments by reviewing their courses. While online and hybrid courses should have most components listed in the Faculty Online Course Assessment Rubric, the members of OLAC determined that the following are the MINIMUM requirement for recertification:

1. Interactive communication through a discussion board, Blackboard Collaborate, blog, and/or wiki.
2. Posted syllabus, including grading policy
3. Posted assignments and/or homework
4. Opening announcement and updates

If a professor does not meet minimum requirements, they will have 4-6 weeks to revise their course or lose their certification. The rubric can be found in faculty documents.