

Durham Technical Community College Guidelines for Hiring Online Part-time Instructors

All instructors planning to teach online courses for the first time should follow the requirements listed in the document "Requirements for Developing and Teaching an Online Course".

If a part-time instructor has already taught online at another institution, s/he may not need the required training outlined in the requirements document. Supervisors are encouraged to follow the guidelines below in hiring experienced part-time instructors to teach online classes:

- The instructor should have had experience teaching at a community college or similar institution;
- The instructor should hold a full-time teaching position at another community college or similar institution;
- The instructor should have taught an online course;
- The instructor should be known to the supervisor or recommended through professional contacts;
- The hiring supervisor should "visit" former or current online classes taught by the part-time instructor; and
- Ascertain that the instructor is not already teaching so many courses online that the quality of teaching and learning would suffer with the addition of another online class.

Once the supervisor ascertains that the part-time instructor is well qualified and has experience teaching online courses, the supervisor should convey the following information to the part-time instructor:

- Consult with Instructional Computing concerning the technical requirements and any special support needs for the course;
- Departmental and college policies related to grading, attendance (special arrangements exist for online courses), and student screening information;
- The instructor should be familiar with the competencies that are to be covered in the course, and a copy of the outline should be given to the instructor;
- Information about how students in online classes at the college are uploaded;
- Requirements and arrangements for the student orientation (required for all online courses at the college) [The supervisor must designate someone who will be responsible for the orientation of students);
- Provide links to important college policy information such as the catalog and other web site addresses;
- Provide a Part-time Faculty Handbook for the instructor;
- Arrange with the Human Resources office for the paperwork to be sent to and returned by the part-time instructor (Human Resources will accommodate instructors who are not in the Durham area by mailing paperwork. There is an issue of verification of identity through the use of the driver's license and Social Security card. The Human Resources office at the home institution of the instructor may be willing to assist with this verification as a matter of courtesy.); and
- Ensure that the part-time instructor is aware that it is the practice at Durham Tech for all online courses to provide a substantial amount of interaction between the instructor and the students and among the students in the online class; and
- Write a courtesy memo or letter to the appropriate administrator at the part-time instructor's home community college.