SNL DCM Part-Time Online Faculty Teaching Directives

The DePaul University Adjunct Faculty Information Sheet (Online) identifies responsibilities of online adjunct faculty. In addition to those requirements, part-time faculty teaching for the DCM program online are expected to follow the following directives:

1. Instructors are expected to ensure that they have consistently reliable broadband access to the Internet and email, as well as access to computer hardware and software that meets the SNL Online minimum technical specifications.
2. Instructors are expected to learn how to use the tools in the course delivery platform (D2L, e.g.), using training courses and materials provided by SNL Online and DePaul, prior to the beginning of the course.
3. Instructors will teach the online course using the course design and delivery platform provided by the DCM Online, and assist in assessing and monitoring the currency and accuracy of the course and any related materials.
4. Instructors are expected to guide student learning by establishing timelines, entering due dates into the online course in appropriate tools, and regularly communicating with students 3-5 times a week using the online learning platform, email and other tools as needed.
5. The instructor is expected to notify SNL Online staff immediately if he or she will be unavailable to students and/or staff for four (4) or more consecutive days at any time during the course.
6. The instructor will refrain from identifying himself/herself as the author of the Online Course, unless he or she is in fact the author, or unless expressly agreed otherwise.
7. The instructor is expected to request approval from the Director of the DCM program before making any modifications to the Content of the Online Course.
8. All part-time faculty are expected to familiarize themselves and comply with all applicable SNL and SNL Online policies and procedures. This includes information posted on the SNL website (http://snl.depaul.edu/People/Faculty_Forms/index.asp) and the SNL Online website (http://www.snlonline.depaul.edu/Faculty/fornewfaculty.asp).
9. Instructors should direct students to the DCM director or coordinator if students need academic, financial, or technical support.
10. The instructor is expected to assess and evaluate learning outcomes in the course, including submitting grades online, within the university deadlines.
11. The instructor acknowledges that the DCM Director or SNL Online staff may enter courses to address documented student or faculty problems, provided that the instructor is given prior notice.
12. The instructor will be the owner of any additional intellectual property developed independently to teach the course; however, the instructor has no right to use, reproduce, publicly display, make derivative works of, or modify the course.
13. Instructors are expected to ensure that only students officially enrolled in the course are permitted to participate, unless otherwise explicitly authorized by the DCM, and to report any irregularities to the DCM director (snldcm@depaul.edu).
14. Instructors are expected to refrain from charging students directly for materials or services related to the DCM course or using the course environment to promote/recruit regarding non-SNL related enterprises.

15. Instructors are expected to participate in periodic faculty development activities sponsored by DePaul and evaluation processes related to the ongoing improvement of SNL programs.