



*Training Requirements for Online Instructors*  
**Memorandum #AA-2.00**  
**Nunez Community College**

**Title: Memo: Training Requirements for Online Instructors**

**Effective Date: 12-03-2019**

**Last Revision Date: 11-20-19**

**Cancellation:**

**Department/Office: Academic Affairs**

*Training Requirements for Online Instructors*

1. All instructors, full time and adjunct, teaching an online or hybrid course must complete training for online instructors before being assigned to an online course.
2. Nunez will provide access to this training through an online course that may be accessed at any time, and may provide additional opportunities for training through professional development. Instructors will be informed when scheduled professional development meets the online instructor training requirement.
3. Nunez will maintain a record of instructors who successfully complete the training(s) provided by the institution, and faculty members will be provided with documentation of successful course completion.
4. Training completed at other institutions or through other providers may meet the requirements for training. Instructors who have completed training for online instructors who wish to have that training considered to meet this requirement should provide documentation to the appropriate dean and VCAA for consideration, prior to the start of the course. The VCAA will make the final decision.
5. Any exceptions to this policy can be made by the VCAA who will document the reason for the exception. The documentation will be maintained in HR in the instructor's file.



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<b>X</b>	<b>Reviewing Council/Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
X	Academic Affairs	11-20-19	12-03-2019
X	Academic Council	11-20-19	12-03-2019
X	College Compliance Committee	12-03-19	12-03-2019
X	Chancellor's Council	12-03-2019	12-03-2019

*Distribution:* Distributed Electronically via College's Internet: 12/03/2019

***Chancellor's Signature/Approval***

SIGNATURE:   
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DATE: 12-03-20

Tina M. Tinney, Ed.D.  
Chancellor