

**SAN ANTONIO COLLEGE
COLLEGE PROCEDURES**

Procedure Number: I. 1

Procedure Title: Teaching in Different Modalities

Relevant Board Policy: D.2.3 - Qualifications

Originating Unit: President's Office

Maintenance Unit: Vice President of Academic Affairs

- I. Purpose: To outline the expectations for teaching in different modalities, and the process by which exceptions to those expectations are considered

- II. Procedure statement:
 - A. San Antonio College maintains the following expectations of faculty, regardless of the modality of instruction:
 - a. Faculty need to be available for synchronous communication to engage students fully.
 - b. All full-time faculty are to maintain a campus presence Monday through Friday during the typical workweek. Chairpersons may consider exceptions to this expectation for faculty teaching online if department needs are met, to be approved by the appropriate Dean.
 - c. Department chairpersons will determine when and in what delivery mode faculty will teach.
 - d. Officially defined "legacy courses" are those courses with content that has been developed by a lead faculty member / mentor teaching the course in a department, and available for adoption by other program faculty. Faculty using a legacy course have the responsibility to modify content and create assignments that adhere to the course syllabus.
 - e. Faculty are encouraged to develop and expand course materials that are accessible online for students.

Date Approved:

Signed: /Robert E. Zeigler./ President

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