

**Policy Title:**

Online/Blended Courses

**Purpose:**

As part of its strong commitment to teaching, Cortland prides itself on faculty availability and student access. Full time faculty are expected to maintain a routine presence on campus to support our Campus Values of Focusing on the Students, Integrity, and Intellectual Life and serve our Campus Priorities of Academic Excellence, Transformational Education, Well-being, and the Maximization of Resources. The purpose of this policy is to re-affirm its expectations of full time faculty presence and accessibility on campus while supporting opportunities for diverse teaching methods, such as online and hybrid courses.

**Definitions** *(adapted from those published in Changing Course: Ten Years of Tracking Online Education in the United States, the January 2013 Sloan Foundation Report on Online Education):*

Online courses – Courses that deliver all or most content online; there are typically no face-to-face meetings.

Blended/hybrid courses – Courses that combine online and face-to-face instruction delivering a substantial portion of the content online, using online discussions and a reduced number of face-to-face meetings.

**Policy:**

SUNY Cortland is a residential campus, and there is an expectation that full-time faculty members maintain a significant on-campus presence. The college is not a distance learning campus where faculty would teach completely online. Being a full-time tenured, tenure-track faculty, or a full-time lecturer, is a full obligation which minimally includes a five day a week obligation to meet our class scheduling and delivery needs. When not delivering classroom based instruction or meeting other on-site obligations, faculty are free to work part of the time at off-campus locations which may facilitate classroom preparation, research and/or scholarship.

Online class limits for full-time faculty:

- All specific teaching assignments and responsibilities are subject to the operational needs of the College and subject to approval of the respective dean. This includes the academic year, winter, and summer sessions.
- A faculty member is limited to teaching no more than 50% of their assigned academic year teaching load, inclusive of course release assignments, as online and/or blended courses.
  - At no time may a faculty member teach more than 2 courses in a semester as online and/or blended.
  - Illustrative example, a faculty with a 3:3 teaching load for the academic year, would be eligible, subject to approval by the respective dean, to teach up to two (2) classes as online or hybrid in the fall semester, and one (1) class in the spring semester as online or hybrid. The remaining one and two classes must be taught as classroom based instruction.
- A faculty member who is phased retirement may be eligible to deliver all courses as online and/or as blended courses. This will be determined by the respective dean and provost on a case-by-case basis.

<b>Approval:</b>
<b>Effective Date:</b>
<b>Policy Distribution: President’s Council</b>