

College of Science and Mathematics Policy for the Assignment and Evaluation of Online and Hybrid Teaching

The following policies are provided to assist the College of Science and Mathematics' Department Chairs in the assignment and evaluation of online and hybrid courses. These policies and procedures are to be implemented by the beginning of spring 2022.

Assigning Online Courses

Assignment of teaching online and hybrid classes “are determined by the appropriate administrator after consultation with the Department Chair or designee and/or the individual faculty member (CBA, Article20).” Decisions about assigning online courses, who is qualified to teach them and when to offer these courses are based on the programmatic needs of the College. For the College of Science and Mathematics, the following policies and procedures are to be followed in the assignment of online and hybrid courses.

- The Department Chair, in consultation with the Department Curriculum Committee, will determine which courses or course sections are appropriate to be taught in an online or hybrid format each semester.
- Faculty members and Instructors interested in teaching online and hybrid courses are strongly encouraged to take a advantage of the many resources on campus, including [Help 4 Faculty](#) and [Teaching Toolkit](#), in preparation for developing their courses. Additional support can be obtained from one-on-one training through the Faculty Technology Center and from peer mentoring by faculty who have demonstrated strong online teaching effectiveness.
- Courses that are not originally designated as online or hybrid may not be changed into online or hybrid courses after enrollment has begun.

Evaluation of Online and Hybrid Courses

Department Chairs will follow the procedures for evaluating teaching effectiveness for probationary, tenured, and part-time faculty as outlined in Sections 600 and 700, and Department and College Personnel Guidelines. In addition, the following apply to online and hybrid teaching:

- Consistent with Section 600, student evaluations are required for all faculty who teach, including faculty who teach online and hybrid courses. Unless Department procedures require more, the number of classes to be evaluated each year is a “minimum of two (2) classes annually.” For faculty who teach online and hybrid classes, a minimum of **one** Online or hybrid class annually will be required to have student evaluations.

- Peer class visits of online and hybrid courses should take place as part of the performance or periodic review process required by Department Personnel Guidelines, including reviews for RTP, appointment or reappointment, and post-tenure review.
- Faculty who teach online or hybrid courses will be evaluated by the Department Chair or designee when they teach their first online or hybrid class and thereafter at least once for every 24 units of online and/or hybrid teaching, or at least once every three years, whichever comes sooner. The Department or faculty member may request or require more class visits.
- Each department will develop a peer evaluation process specifically for online and hybrid courses, unless that Department offers no online or hybrid courses.
- The online environment makes some forms of academic dishonesty more readily available (e.g. sharing material and answers through social media and digital communication). Faculty and Instructors should do as much as possible to limit academic dishonesty, including by having multiple versions of exams, mixing questions and answers, using multiple low-stakes exams, offering alternatives to exam-based grading, and building extensive exam databases. Faculty and Instructors should be prepared to enforce [CSUN Academic Dishonesty policies](#) and report students as needed.

Online Office Hours and Student Access to Faculty

- All teaching faculty must hold and report in their syllabus regularly scheduled office hours (minimum of one hour weekly per 3 units of instruction) as part of their instructional workload. Faculty who teach online courses must hold office hours in a synchronous online format that facilitates faculty/student interaction.