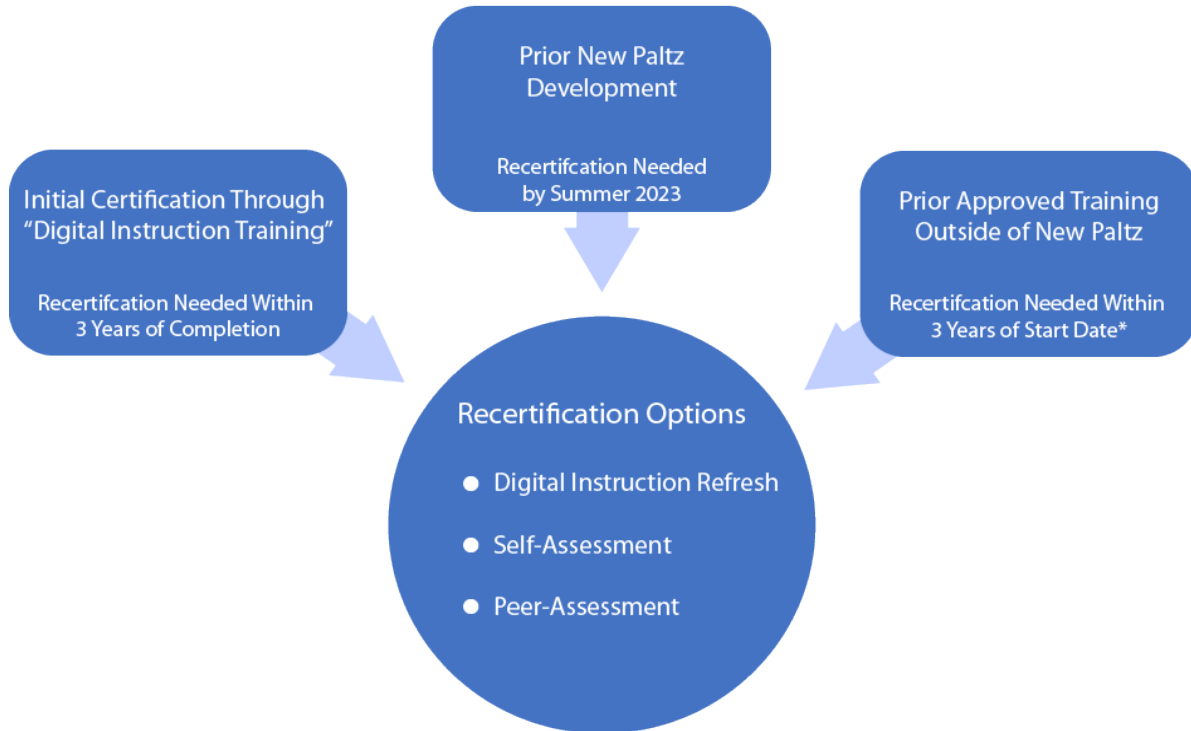# FACULTY CERTIFICATION and RECERTIFICATION
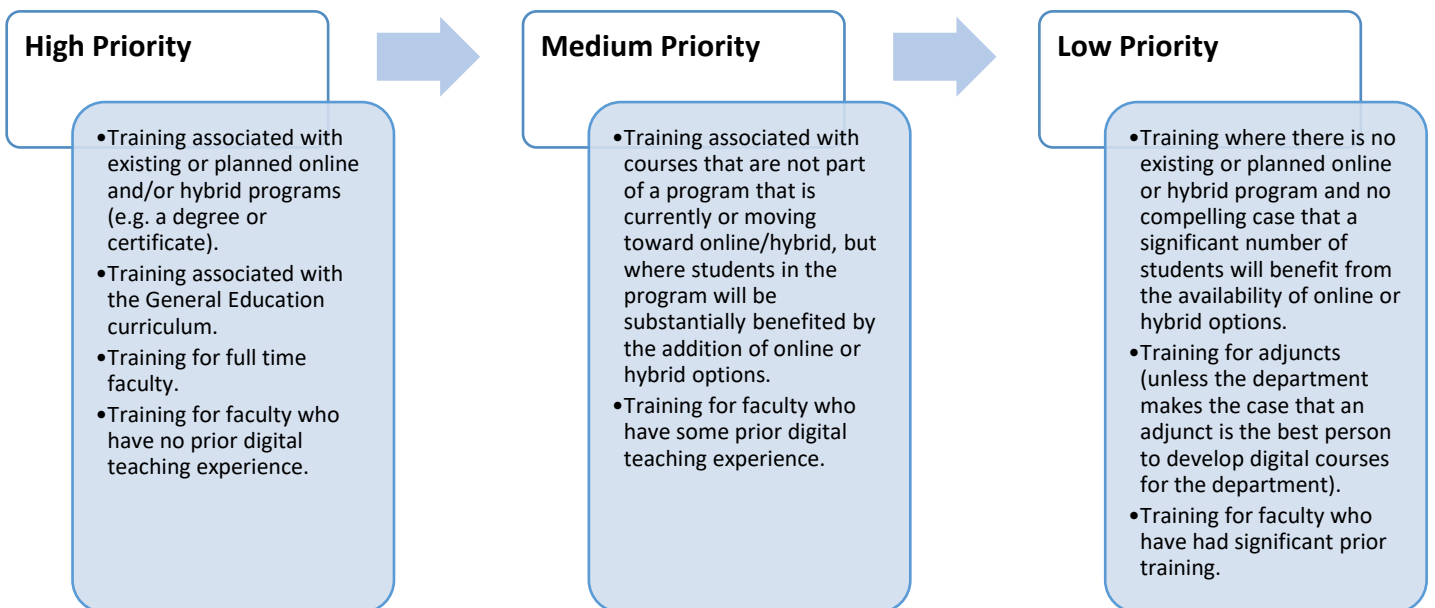## FOR ONLINE AND HYBRID COURSE DEVELOPMENT AT SUNY NEW PALTZ

Initial Certification or Prior Development Status and Recertification Options

Prior New Paltz Development

Recertifcation Needed by Summer 2023

Initial Certification Through "Digital Instruction Training"

Recertifcation Needed Within 3 Years of Completion

Prior Approved Training Outside of New Paltz

Recertifcation Needed Within 3 Years of Start Date*

Recertification Options

- Digital Instruction Refresh
- Self-Assessment
- Peer-Assessment

*Faculty approved prior to Fall 2020 need recertification by Summer 2023

Priorities

High Priority	Medium Priority	Low Priority
• Training associated with existing or planned online and/or hybrid programs (e.g. a degree or certificate). • Training associated with the General Education curriculum. • Training for full time faculty. • Training for faculty who have no prior digital teaching experience.	• Training associated with courses that are not part of a program that is currently or moving toward online/hybrid, but where students in the program will be substantially benefited by the addition of online or hybrid options. • Training for faculty who have some prior digital teaching experience.	• Training where there is no existing or planned online or hybrid program and no compelling case that a significant number of students will benefit from the availability of online or hybrid options. • Training for adjuncts (unless the department makes the case that an adjunct is the best person to develop digital courses for the department). • Training for faculty who have had significant prior training.

Timeline

For Fall or Winter Course Delivery	For a Spring or Summer Course Delivery
• Applications received by **Feb. 1** will be reviewed based on the stated priorities. • Training should begin no later than April 1.	• Applications received by **May 1** will be reviewed based on the stated priorities. • Training should begin no later than Aug. 1.

Compensation

$1,000/cr hr — Initial Digital Instruction

$500/cr hr — Digital Instruction Refresh

Continuing Online/Hybrid Education Funding	Continuing Online/Hybrid Education may, of course, be done independently and outside these procedures. But where Continuing Online/Hybrid Education involves completing a program that has a fee, or significant time investment, the faculty member may apply for Continuing Online/Hybrid Education Funding.
Multiple Sections of a Single Course	In some cases, a department offers multiple online sections of the same course, taught by different instructors. Because course development requires a significant investment of financial and instructional design resources, it is not appropriate for multiple faculty to use development resources to develop highly idiosyncratic versions of the same course. Where multiple online sections of the same course will be offered by different faculty, the department should meet with the AVP and the Instructional Design Team to discuss an appropriate approach.
Training to Deliver an Existing Course	Occasionally, (as may, for example, be the case with multiple sections of a single course), the institution needs someone to deliver an online or hybrid course that has been previously developed for the modality (online or hybrid), but the faculty member who will be delivering the course is new to the modality and may need training.