STATEMENT OF ACADEMIC RESPONSIBILITY FOR ONLINE INSTRUCTORS

In accepting a position as an online faculty member of the Sullivan University System (SUS), I understand that I am assuming the responsibility to provide a meaningful educational experience for students. I understand that this responsibility includes my **preparation** for each course that I teach and my **active engagement** throughout the course(s) and that future online teaching assignments are contingent upon my adherence to SUS policies and procedures--including this Statement of Academic Responsibility. I understand the online course is to be presented over the complete 11 week quarter (unless designated by SUS as an accelerated course). Further, I agree to perform the following tasks each quarter for each course:

Prior to the start of the course, I will:

1. Complete the Online Instructor Basic Training, if I have not already done so, and become competent in the basic functions of the University's LMS (e.g. posting announcements, grading, providing feedback to assignments, replying to discussion posts) and in the responsibilities for being an actively engaged instructor.
2. Read the information in the *Instructor Info* link in the LMS for each of my online courses.
3. Check my SUS e-mail and my LMS Messages for communications from SUS or from students.
4. Open the Course materials link in my online courses and:
    a. Read the Syllabus and check to make sure that the correct textbook edition is listed. *Note: I understand that I may be asked to make modifications to the course to accommodate new textbook editions.*
    b. Post my policies regarding late assignments (modifying the existing policy, if needed).
    c. Add my contact information and bio to Meet Your Instructor (photo is optional).
5. Verify assignments and due dates in the Course Schedule.
6. Review the content and hyperlinks of future weeks and report any inaccuracies or dead links to onlinefacultysupport@sullivan.edu.
7. Ensure that the proper start and end dates are set for folders and exams (if I am having the system automatically show and hide these, otherwise, I will show and hide these manually).
8. Post a welcome announcement for the class in Course Announcements.

Throughout the quarter, I will:

1. Communicate with my class(es) by posting in Announcements at least once per week.
2. Respond to student questions/inquiries ("Ask the Class and Instructor" forum, SUS e-mail, etc.) within 48 hours.
3. Log onto my online course(s) and check my SUS e-mail sufficient times throughout the week to accomplish #2 above.
4. Moderate and participate actively in discussion forums.
5. Advise and provide feedback and assistance to students, as appropriate, particularly those at risk for being unsuccessful or not completing the course.
6. Post grades for submitted assignments within a week. If grading will take longer than 7 days past the due date, I will inform students of the date when grades will be posted.
7. Ensure that online exams are open and available to students during the assigned time and regularly monitor the course during exam times to provide timely response to student problems.
8. Check for student activity (discussion forums, assignments or quizzes) and report student activity (attendance) in the Faculty Portal on the assigned days (typically twice per week).
9. Advise my Academic Dean or Chair if an emergency or other situation causes me to be unable to fulfill my online course responsibilities for a given week or for multiple weeks
10. NOT delete gradable course assignments or modify course objectives; however, I may elect to create or upload additional "value added" content, such as videos, narrated PowerPoints, links to outside resources, etc. to enhance student learning.
11. Submit mid-term and final grades by assigned date and time.
12. Complete outstanding grade reports (e.g. incompletes) within Sullivan University's set time limit.
13. Submit completed course gradebooks to gradebook@sullivan.edu.
14. Contact onlinefacultysupport@sullivan.edu if I find issues in the course, such as typos, spelling or grammar errors, broken links, unclear, outdated or missing information, etc. or if I need assistance.