Path 2: Approved Faculty with No Prior Professional Development*

Complete the Towson University Intent to Teach an Online Course Form (Docusign), including a signature indicating approval of Department Chair. View sample form (PDF).

Intent to Teach an Online Course Form

Complete a self-assessment using the Online Course Self-Review Checklist (DOCX).

Online Course Self-Review Checklist

Submit the completed checklist to FACET, which will initiate a review by a FACET instructional designer or FACET-affiliated faculty member.

WORKING WITH FACET

Faculty member receives feedback from the FACET reviewer with areas highlighted for enhancement of the course, as needed.

Complete revisions, as indicated, and reports to FACET that the revised course is ready for final review.

FACET instructional designer conducts a final review and records completion of the process.

FACET informs the faculty member, chair and dean of successful completion of the process.

***FACET (OR OTHER) PROFESSIONAL DEVELOPMENT**

- FACET Online & Hybrid Workshops
- OAI Workshops (Online Edge or Gold Review)
- Quality Matters (APPQMR)
- Other (Professional Development completed in the past 8 years. Documentation must be submitted with the intent form.)