

Hybrid and Remote Instruction

College of Arts & Sciences Policy

- Determination of course mode is an important pedagogical decision. The department, not the individual instructor, holds the authority and responsibility to manage pedagogy, including course mode.
- Departments should use the UW's [Course Mode Definitions in the Time Schedule](#). It is important for students to know how a course will be taught when they register so they can plan their schedules accordingly.
- Departments are encouraged to establish a policy articulating how decisions are made about course modality, addressing why and when courses are taught using specific modalities. This has always been a basic departmental responsibility, made even more significant in light of the flexibility necessitated by the pandemic. Please ensure the decisions you are making are clearly defined and publicly defensible.
- Absent other justification, the default modality for any course is in-person instruction since that is the historical precedent and implied on-campus experience. If the department doesn't have a policy in place, all classes are expected to be taught in-person except those with formal DL approval.
- A "Hybrid" designation should not be used when a course is truly offered online. Hybrid courses should include substantial required in-person experiences. A course that feels to a reasonable person like an online course should, absent clear and explicit rationale, be classified as an online course.

Gender, Women & Sexuality Studies Departmental Policy

- [Course Mode Definitions](#) must be listed in the time schedule before the registration period opens for any given quarter.
- Instructors requesting to teach DL or hybrid courses should submit a pedagogical rationale for the modality to the department Chair and Administrator. Based on the level of the course, they will send it to either the Undergraduate Studies Committee or Graduate Studies Committee.
 - The pedagogical rationale should provide details about the amenability of course content to DL or hybrid instruction, online course design, and teaching techniques and technologies used to engage students.
 - It should be submitted by June one full academic year before curriculum will be scheduled. This planning schedule means, for example, that to request an alternative modality for courses in AY 2024-25, the rationale should be submitted by June 2023.
 - The appropriate committee will review the rationales and provide a departmental recommendation by September. The recommendation should strive to ensure that

the opportunity to teach in DL or hybrid modes is equitably distributed among faculty who submit requests; that enrollments remain steady in courses with alternative modalities; and that student evaluations in them remain positive.

- All distance learning (DL) courses, which will be offered fully online, must first go through the DL curriculum approval process. Instructors can request a list of courses approved for this designation from the Administrator. Criteria for courses to be offered in a DL format include:
 - The course will attract students to the department and the major.
 - The course lends itself to online teaching and learning, e.g., it would attract students who are already digitally savvy; students would find it easier to discuss questions of identity, body politics, etc. through digital platforms.
 - The course will be offered in the summer session, and DL will provide flexibility for a greater range of students to enroll.
- Use of a hybrid course designation means that 50% of instruction will be online (either asynchronous or synchronous modalities must be clearly communicated) and 50% of instruction will take place in person. The 50-50 arrangement must be clearly conveyed to students in advance, so they know how to join the class on the first day.
- Student requests for remote learning access not addressed by the DRS accommodations process should be brought to the attention of the Chair and to faculty discussion to ensure that our response to a given student is even across instructors in the department.