[Policy Manual](http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual)  /  [Academic Affairs](http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs)  /  [Governance](http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/Governance)  /  Development Review Revision and Archiving of University Policy

**Policy Name:**

Guidelines for supervisor access to faculty members’ courses on the university’s online learning management system

**Policy Statement:** Supervisors must notify and provide an explanation to a faculty member prior to accessing his/her/their course on the university’s learning management system. This requirement can only be waived under exceptional circumstances.

**Definitions:**

“Learning management system” refers to the university’s cloud-based software used for the delivery of online content.

“Supervisor” refers to an academic administrator, including a department chair or dean, who makes decisions regarding tenure and/or promotion for faculty members.

**Keywords:**

Learning management system; D2L; supervisors; faculty course access; course audit

**Reason for the Policy:** Supervisors were given automatic access to their faculty members’ courses in the university’s online learning management system due to the rapid shift to online instruction in Spring 2020. While exceptional circumstances may warrant automatic access to a faculty member’s courses on the university’s learning management system, supervisors should otherwise provide written notice and a rationale prior to accessing a faculty’s member’s courses.

Allowing a supervisor automatic access would be equivalent to having him/her/them audit every single lesson. That would serve no educational benefit and disrupt an atmosphere conducive to learning, especially learning controversial material. Some students might be reluctant to properly complete assignments about sensitive topics if they know their responses will be read by an outsider.

A supervisor wishing to access a faculty member’s courses, in person or on DL2, should be required to provide evidence that there is good reason to do so. There should be consultation with the faculty member and documentation sent to the dean. If there is no clear reason to do so, then each and every other faculty member’s D2L platform should be equally examined and monitored OR the request to access the course should be declined.

By adding extra steps to a supervisor’s process for accessing faculty members’ courses on the university’s online learning management system, supervisors will be less likely to seek access capriciously or unnecessarily.

**Proposed Outcome:** Supervisors will update their department policies to include requiring notification and explanation prior to accessing a faculty member’s courses on the university’s online learning management system.

**Applicability of the Policy:** To all supervisors at Georgia College.

**Related Policies:**

**Procedures:** Supervisors will provide written notification to a faculty member prior to accessing his/her course on the university’s course management system.

**Non-Compliance:**

Creation Date:

Revision Date: Month, Year

Last Reviewed Date: Month, Year

Next Review Date: Month, Year - Two years from Last Reviewed Date

Responsible Department:

Cabinet Approval Date:

Effective Date: