

# University of Missouri

## Instructor of Record

### 1. Purpose:

The objective of the Instructor of Record document is to provide definitions for the Instructor of Record categories of primary instructor, secondary instructor, course director, graduate instructor, and course administrator to ensure an accurate record of the teaching assignments. This policy includes the teaching assignments of graduate teaching assistants (GTAs) and other appointments (compensated and non-compensated) as are overseen by the department chair/director, or other instructional faculty. This information is critical to ensure data integrity in reporting teaching loads to UM System, within myVita, and academic program review.

All categories of instructors noted below will be entered in myZou and will feed into the learning management system from myZou.

### 2. Instructor of Record Categories

a. Primary Instructor: A Primary Instructor is someone actively engaged individually or as part of a team in the delivery of course content and assessment of student learning. A Primary Instructor is a person qualified (see Policy KC-ACA-330) to teach the course and who has overall responsibility for (a) the development and implementation of the course syllabus, (b) the achievement of student learning outcomes included as part of the syllabus, (c) verifying attendance via the MU Connect system for undergraduates, (d) meeting with the class as scheduled, and (e) assigning the grades for students registered in the class, and (f) evaluating and resolving grade disputes and making grade changes when appropriate. Each Primary Instructor will be assigned an appropriate percentage of responsibility in myZou. More than one primary instructor can be assigned to a course.

b. Secondary Instructor: Secondary Instructor is a *content instructor* who assists the Primary Instructor in delivery of lectures, supervision of laboratories, grading or other appropriate activities and listed with responsibilities in myZou. This would normally include MU faculty (all five categories\*) and other appointments as defined. Each Secondary Instructor will be assigned an appropriate percentage of responsibility in myZou. This does not include Graduate Teaching Assistants.

c. Course Director: In courses that involve team teaching, a Course Director may be designated that would have responsibilities as listed above for primary instructor and would/may also include oversight of:

- i. Undergraduate laboratory and studio sections in which teaching assistants or adjuncts may participate in the delivery of instruction, but the course director has primary oversight;
- ii. Seminar courses in which the course director has the responsibility for organizing a series of speakers;
- iii. Clinical instruction that is supervised by persons experienced in the discipline and focuses on application of concepts and principles in the field; or

## University of Missouri Instructor of Record

- iv. Field supervision of student teaching, practica and internships supervised by persons experienced in the discipline

Each Course Director will be assigned an appropriate percentage of responsibility in myZou.

d. Graduate Instructor: Graduate students who have full responsibility for an entire class from planning the syllabus to grading and posting exams. Graduate instructors who have primary responsibility for teaching a baccalaureate-level course for credit and/or assigning grades must have earned at least 18 graduate hours in the teaching discipline. The Graduate Instructor will be assigned an appropriate percentage of responsibility in myZou.

Graduate instructors for whom English is a second language may be appointed only when a test of spoken English or other reliable evidence demonstrates the required level of proficiency in oral communication.

e. Teaching assistants (TAs): TAs often help professors with teaching big groups of students. TAs perform a variety of tasks, including leading discussion and lab sections and grading papers and tests — usually according to guidelines or a rubric established by the professor — and holding office hours to answer students' questions. TAs in this role are often given access to the learning management systems to assist with course content, discussion boards and grading. While the primary instructor leads the course as a whole, TAs can serve as intermediaries between the professor and the class's many students. Graduate students who hold the title of GTA fit within this category. In very limited situations where they meet departmental standards for serving as a peer teaching assistant, undergraduates may be assigned the TA category. **TAs are not factored into the course workload with a percent effort.**

f. Administrator: Faculty or staff listed as an administrator on a grade roster are assigned to the class roster to help in facilitating grade changes or grade entry when the instructor of record, who is responsible for the grading of the course, is unable to perform these duties. **Administrators are not factored into the workload and will not be integrated with other systems such as My Vita or Learning Management platforms.**

g. Observers: Guest lecturers, undergraduate assistants, and others who may need access to information in the student management system or who will have access in any way to student information such as assignments, may be added to the LMS (Canvas) by ET@MO. All such individuals need to complete the FERPA test developed by the Office of the University Registrar. Access is available via myLearn: <https://umsystem.skillport.com>

### 3. Instructor of Record Qualifications

- a. All individuals must be qualified per accreditation policies of the Higher Learning Commission Assumed, B.2 (<https://www.hlcommission.orgfor> delivery of instruction.)
- b. "Instructors of Record" are to be listed on the course section prior to the first day of the class.
- c. It is the *responsibility of the academic unit or department via the Scheduling Officer to correctly assign teaching load percentages.*

## University of Missouri Instructor of Record

- d. NOTE: MU staff members may collect grades for signature by the “Instructor of Record” and provide other support, but they are not the “Instructor of Record”, unless the department has conferred adjunct faculty status on the staff member.
- e. NOTE: Each course must carry the appropriate instructor(s) listed with a teaching load percentage equal to 100% (e.g. sections must have PI, SI, GA or course director listed. One could not have only a TA listed).

### 4. Instructor of Record for Study Abroad

- a. Normally, if an MU Instructor accompanies students on the study abroad program, that MU Instructor will serve as the “Instructor of Record” unless another MU faculty member is so designated by the department.
- b. If the primary purpose of the program is language instruction and the program is not accompanied by an MU Instructor, the MU faculty member who reviewed the courses to be taken abroad and assigned them MU course titles and numbers will serve as the “Instructor of Record.”
- c. For Consortium Programs administered by the International Center where courses have been approved and assigned MU course titles and numbers by MU Department Chairs/Directors, the Director of the MU International Center shall serve as the “Instructor of Record” if no other MU faculty member or MU adjunct faculty member is listed as the “Instructor of Record.” The Director may only be the “Instructor of Record” if he/she is an MU faculty member or MU adjunct faculty member.
- d. The appropriate instructor of record must be listed. “Staff” is not an acceptable Instructor of Record for Study Abroad sections.
- e. Departments should set up course sections for each term in which a student may enroll in the program
- f. Enrollment in study abroad sections:
  - i. Students will enroll prior to departure in the course for which they anticipate completing the appropriate work.
  - ii. Students must obtain the consent of the Instructor of Record to enroll
  - iii. Students must pay the associated tuition and required fees, which will be assessed based upon the enrollment completed
  - iv. Students are responsible for tuition and fee assessment charges that result from changes to the enrollment. (In cases where the changes were beyond the student’s control, a refund appeal may be filed with the Office of the University Registrar.)
  - v. Departments will administratively enroll the student in a “Place Holder” course with the appropriate program fee attached, so that students will be billed for the program

\*Faculty Categories: 1) Tenure/Tenure Track; 2) Non-Tenure Track Full Time (NTT-FT); 3) Non-Tenure Track Part-time (NTT-PT), 4) Other compensated; 5) Other non-compensated