



Instructor of Record Policy

Area:	Division of Academic Affairs	Number:	214
Applies to:	Instructors of Record	Issued:	January 1, 2014
Sources:	SACSOC Resource Material for the Principles of Accreditation- Foundation for Quality Enhancement	Revised:	
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Policy Owner:	Provost and Vice-President for Academic Affairs	Page(s):	1

I. Purpose

The purpose of this policy is to maintain a complete and accurate record in Banner of the teaching assignments of all full-time, part-time, and adjunct faculty along with the teaching assignments of graduate teaching assistants (TA2s). This information is critical toward ensuring data integrity as required by the University's accrediting body, the Southern Association of College and Schools Commission on Colleges (SACSCOC).

II. Policy Statement

Instructor of Record refers to the name of the primary instructor on the class section record in Banner (the student information system). The Instructor of Record is the person responsible for (a) designing the course syllabus, (b) verifying attendance on the first day of class, (c) meeting with the class as scheduled, and (d) assigning the grade for students registered in the class. Instructors of Record must hold appropriate Georgia Southern University faculty rank and credentials.

III. Exclusions

None.

IV. Procedures

Instructors of Record are assigned by department chairs and entered into Banner *at least three weeks* prior to the start of the semester. Thereafter, assignments are updated in Banner daily by departments.

1. For classes that are team taught, one faculty member should be identified as the Instructor of Record. The other faculty may be listed as Secondary or Tertiary Instructor of Record.
2. For classes taught under consortia or franchise degree programs, the actual person teaching the class should be assigned as the Instructor of Record. Therefore, faculty from other participating institutions in the consortium first need to be appointed as adjunct faculty at Georgia Southern University before being designated as the Instructor of Record in Banner.