



## Instructor of Record Policy

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### I. Purpose

The objective of the Instructor of Record Policy is to maintain a complete and accurate record of the teaching assignments of all full-time, part-time, and adjunct faculty along with the teaching assignments of graduate teaching assistants of record (TA2s). This information is critical to ensure 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 the student information system. The Instructor of Record is the person qualified to teach the course (as defined by Georgia Southern University's faculty credentialing policy) 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 on the first day of class, (d) meeting with the class as scheduled, and (e) assigning the grades for students registered in the class. Instructors of Record must hold appropriate Georgia Southern University faculty rank and credentials.

### III. Procedures

Instructors of Record are assigned by department chairs and entered into the student information system (currently Banner) at least three weeks prior to the start of the semester. Any new assignments or revisions to assignments are added into Banner no later than the fifth week of classes.

- 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.
- 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 and have their credentials verified before being designated as the Instructor of Record in Banner.