

NUMBER: ACAF 1.19 (NEW)
SECTION: Academic Affairs
SUBJECT: Instructor of Record
DATE: November 19, 2015
Policy for: Columbia and Regional Campuses
Procedure for: Columbia and Regional Campuses
Authorized by: Executive Vice President for Academic Affairs and Provost
Issued by: Office of the Provost

I. Policy

The University of South Carolina is committed to improving institutional data quality by maintaining an accurate record of the teaching assignments of all faculty (tenure-track, tenured, temporary, adjunct, and affiliate), instructional staff and graduate teaching assistants. Academic units must identify all instructors for all course sections and designate a primary instructor who will officially serve as instructor of record for each course section. Academic units must abide by a published deadline established jointly by the Registrar and the Office of Institutional Research and Assessment.

A. Definitions

1. Instructor of Record

The University of South Carolina defines the instructor of record as the individual designated by the academic unit as responsible for the course, including developing its content, assignments, and grades. The instructor of record is the primary instructor on the class section record, identified as either “assigned instructor” or “instructor.”

This policy applies to all faculty and other academic personnel involved in instruction as defined by University Policy ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions. This also includes university staff assigned as instructor of record either as dual employment or as part of their staff appointment, and academic affiliates appointed in accordance with University Policy UNIV 2.50 Affiliate Appointments.

Additionally, this policy applies to academic administrators with academic appointments as defined by University Policy ACAF 1.01 Recruitment and Appointment of Academic Administrators. Examples of related positions include the provost, vice provosts, academic deans and associate deans, academic department chairs and academic program directors.

All instructors of record regardless of rank or type must meet the appropriate standards for credentials as defined by University Policy ACAF 1.20 Credential Verification for Instructors of Record.

2. Academic Unit

The academic unit is any college/school, department, program, center, or institute that offers courses taught for credit and non-credit. Each academic unit is responsible for assigning and submitting instructor(s) of record to the Office of the Registrar.

III. Related Policies

Southern Association of Colleges and Schools, *Principles of Accreditation*, Comprehensive Standard 3.7.1.

University Policy ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track and Non-Tenure-Track Faculty

University Policy ACAF 1.01 Recruitment and Appointment of Academic Administrators

University Policy ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions

University Policy ACAF 1.20 Credential Verification for Instructors of Record

University Policy UNIV 2.50 Affiliate Appointments

IV. Resources

Faculty Credentials for SACSCOC website (<http://oira.sc.edu/sacs/credentials.htm>)