

## UMKC 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 of full-time, part-time, and other categories of faculty delivering instruction. 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, full or part-time faculty. This information is critical to ensure data integrity in reporting teaching loads to UM System, within myVita, and academic program review.

### 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 Connect system, (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 Pathway. More than one primary instructor can be assigned to a course.

#### b. Secondary Instructor

A 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 Pathways. This would normally include UMKC faculty (all five categories\*) and other appointments as defined. Each Secondary Instructor will be assigned an appropriate percentage of responsibility in Pathway.

#### c. Course Director

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

- a) 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;
- b) Seminar courses in which the course director has the responsibility for organizing a series of speakers;
- c) Clinical instruction that is supervised by persons experienced in the discipline and focuses on application of concepts and principles in the field; or
- d) 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 Pathway.

- 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 Pathway
- e. Graduate Teaching Assistant - Teaching assistants (TAs) often help professors with teaching big groups of students. TAs perform a variety of tasks, including grading papers and tests — usually according to guidelines or a rubric established by the professor — and holding office hours to answer students’ questions. TA’s 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. **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.**

### 3. Instructor of Record Qualifications

All individuals must be qualified per Policy KC-ACA-330 for delivery of instruction.

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

\*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.