

# Augusta University

## Policy Library

### Identifying the Instructor of Record

**Policy Manager: Office of the Vice Provost for Instruction**

#### **POLICY STATEMENT**

For every course of study offered by Augusta University there must be a single instructor of record whose responsibility it is to carry out routine actions for that course. A designated instructor of record is needed to ensure that grade entry and other administrative actions are carried out. A single individual (primary instructor) must be assigned the responsibility to ensure proper completion of such actions, and this individual must meet the credentialing requirements to teach the course.

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

#### **DEFINITIONS**

**Course Section:** An alphabetical/numeric designation used to denote a specific course offered during a specific term at a specific time.

#### **PROCESS & PROCEDURES**

When a course is placed on the schedule to be taught during a particular semester, it is the responsibility of the department chair, program director, or other person designated to oversee that course to assign an instructor of record, who shall carry out administrative actions (e.g., grade entry, attendance verification, etc.) for that course/course section.

If the change occurs retroactively during the semester, it is the responsibility of the department chair, program director, or other designated person who oversees that course to notify the University Registrar and the new instructor of record of this change.

#### **REFERENCES & SUPPORTING DOCUMENTS**

[Scheduling Manual](#)

#### **RELATED POLICIES**

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**APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University  
Date: 4/25/2023

President, Augusta University

Date: 4/25/2023