

UMSL Instructor of Record

Approved by Academic Advisory Committee,
March 11, 2018

Purpose

The objective of this document is to provide definitions for the Instructor of Record categories of primary instructor, secondary instructor, course director, graduate instructor, graduate teaching assistant and course administrator to ensure an accurate record of the teaching assignments 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. This information is critical to ensure data integrity in reporting teaching loads to UM System, within MyVita, and academic program reviews and assessments.

Instructor of Record Categories

1. Primary Instructor
 - a. 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 to teach the course and who has overall responsibility for:
 - a. developing and implementing the course syllabus;
 - b. meeting with the class as scheduled;
 - c. verifying attendance via the appropriate university determined system;
 - d. the achievement of student learning outcomes included as part of the syllabus;
 - e. assigning the grades for students registered in the class; and
 - f. evaluating and resolving grade disputes and making grade changes when appropriate.
 - b. Each Primary Instructor will be assigned an appropriate percentage of responsibility in MyView/Cognos. More than one primary instructor can be assigned to a course.
2. Secondary Instructor
 - a. A Secondary Instructor is a content instructor who assists the Primary Instructor in delivery of lectures, supervision of laboratories, grading or other appropriate activities. This would normally include UMSL faculty (all five categories¹) and other appointments as defined. Each Secondary Instructor will be assigned an

¹ Tenure/Tenure Track; Non-Tenure Track Full Time (NTT-FT); Non-Tenure Track Part-time (NTT-PT); Other compensated; Other non-compensated.

appropriate percentage of responsibility in MyView/Cognos. A graduate student can serve as a secondary instructor in baccalaureate classes.

3. Course Director

- a. In courses that involve team teaching, a Course Director may be designated. In addition to the responsibilities as listed above for Primary Instructor above, a Course Director may also have oversight of:
 - a. undergraduate laboratory and studio sections in which teaching assistants or secondary instructors participate in the delivery of instruction, but the course director has primary content 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.
- b. Each Course Director will be assigned an appropriate percentage of responsibility in MyView/Cognos.

4. Graduate Instructor

- a. Graduate Instructors are graduate students who have full responsibility for an entire class from planning the syllabus, to delivery, to assessment and grading. Graduate Instructors who have primary responsibility for teaching a baccalaureate level course must have earned at least 18 graduate hours in the teaching discipline. The Graduate Instructor will be assigned an appropriate percentage of responsibility in MyView/Cognos.

5. Graduate Teaching Assistant

- a. Graduate Teaching Assistants (GTAs) often help professors with teaching big groups of students. GTAs perform a variety of tasks, including grading papers and tests --usually according to guidelines or a rubric established by the Primary Instructor-- and holding office hours to answer students' questions. GTAs 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, GTAs can serve as intermediaries between the professor and the class's many students. GTAs are not factored into the course workload with a percent effort.

6. Administrator

- a. 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 MyVita or Learning Management platforms.

Instructor of Record Qualifications

- a. All Instructors of Record must be qualified for delivery of instruction in accordance with UMSL Faculty Bylaws ([UM System CRR 300.040](#)) and Higher Learning Commission's [Assumed Practice B.2](#).
- b. Graduate Instructors for whom English is a second language may be appointed only when they have demonstrated a measured proficiency in oral and written communication of the English language.