



<b>Title:</b>	Faculty of Record Policy
<b>Effective Date:</b>	06/01/2022
<b>Last Revision Date:</b>	N/A
<b>Office:</b>	Academic Affairs

## Faculty of Record Policy

### PURPOSE

Northshore Technical Community College (NTCC) ensures that all faculty have the appropriate credentials necessary to provide students with a high-quality education. NTCC documents the qualifications of instructors consistent with the Principles of Accreditation established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). All program directors, department chairs, deans, and associate provosts are responsible for compliance with this policy and its related procedures.

### POLICY

**Instructor of Record (IOR):** The Instructor of Record at Northshore Technical Community College is listed as the primary instructor for a course, except in those courses that are team-taught, in which instructors share the responsibilities for the course. Primary instructors

- are listed on the SACSCOC Faculty Roster,
- must be appropriately credentialed to teach the course,
- approved by appropriate academic affairs administrator;
- administer appropriate Program Assessment Plan activities, and
- will be evaluated by students in the course and by their supervisor according to standing policies and practices on the evaluation of teaching.

Each IOR is assigned an appropriate percentage of responsibility in the enrollment system and has overall responsibility for the development and implementation of the course syllabus, for the day-to-day delivery of the course, for the course addressing the student learning outcomes implied by the syllabus, and for the issuing of grades. The IOR also has responsibility for student complaints and grievances associated with the course and is responsible for course activities delivered by his/her designated representatives

**Multiple Instructors of Record (MIOR):** In the case of Multiple Instructors of Record, assignment of the percentage of responsibility, when applicable, must be determined in each division in accordance with the following guidelines:



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All instructors for a course providing day-to-day instruction must be assigned with a percentage of responsibility in the enrollment system (or any appropriate instructional software program). The total percentage of responsibility for a course, divided among the instructors assigned to the course, must equal 100%.

- For team-taught courses, the percentage of responsibility must be adjusted to reflect the percent of effort each IOR provides to the course. Typically for courses with two IORs, each is assigned 50% of responsibility.
- For mid-term replacements, the percentage of responsibility must be adjusted to reflect the percent of each IOR provides to the course. Typically, this calculation is based on the number of class sessions the replacement IOR teaches.

MIOR have the same responsibilities identified under the IOR section of this policy.

**Instructional Facilitator (IF):** The Instructional Facilitator at Northshore Technical Community College is an individual assisting the IOR in instruction, grading, or other appropriate activities. Instructional Facilitators

- are not listed on the SACSCOC Faculty Roster,
- must have an associate or bachelor's degree or equivalent based on field,
- be approved by appropriate academic affairs administrator and complete IF training prior to serving as IF,
- work under the direct supervision of the IOR/MIOR and be evaluated on annual basis, and
- cannot assign mid-term and final grades nor lead academic dishonesty and grade appeal processes.

Instructional Facilitators provide continuous presence or ongoing instruction in the classroom or through online delivery and are listed as secondary instructors in the enrollment system and assigned 0% of responsibility.

### *Review Process:*

X	Reviewing Entity	Review Date	Effective Date
X	Chancellor	02/11/2022	06/01/2022
X	College Leadership Committee	02/11/2022	06/01/2022
X	Academic Affairs Committee	01/28/2022	06/01/2022

### *Distribution:*

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