

**Virginia State University
Policy**

Date of Adoption: July 2017

POLICY NO. 2303

Date of Revision:

Subject	Instructor of Record Policy
Authority	Office of the Provost
Applicability	Academic Units and Academic Personnel Involved in Instruction

I. Purpose

The Virginia State University (VSU) Faculty Handbook and Academic Procedures Manual requires that faculty members have appropriate credentials to teach. The purpose of this policy is to ensure Virginia State University's compliance with credential requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as they relate to the competence of teaching faculty.

II. Policy

VSU requires that the teaching credentials of all **Instructors of Record (IOR)** be verified by the hiring authority at the time of hiring and reviewed before courses are assigned to instructors. Regardless of rank or type, all **IOR** must meet the minimum SACSCOC qualifying credentials as outlined in the *VSU Faculty Credentialing Policy*.

Definition: An **Instructor of Record (IOR)** is the primary individual assigned to teach a course. In accordance with the *VSU Faculty Credentialing Policy*, the **IOR** is deemed qualified to teach the course and has overall responsibility for the course, including developing and implementing the course syllabus, delivering course content, assessing student learning outcomes, and issuing course grades. Every academic course section shall have one **IOR**, except in those courses that are team-taught, in which case instructors share responsibility for the course.

This policy applies to all faculty and other academic personnel involved in instruction, including administrators with academic appointments and University staff assigned to teach a course. An **IOR** must be an employee of the University.

III. Accountability/Responsibilities:

Instructors of Record (IOR) are assigned by department chairs after their credentials have been verified by the academic instructional units offering courses in which the individual will teach. Credentials should be verified upon hire for new instructors of record and before new courses are assigned to continuing instructors of record. The teaching qualifications of the **IOR** shall be reported on the SACSCOC Faculty Roster form for the academic unit. This documentation must be maintained by the academic unit as long as the individual remains in an active teaching role at the University.

References:

Southern Association of Colleges and Schools (www.sacscoc.org)

Approved By: _____


President

Date: _____

7/6/17