

Augusta University

Policy Library

Identifying the Instructor of Record

Policy Owner: Office of Academic and Faculty Affairs

POLICY STATEMENT

For every course of study offered by Augusta University (“AU”) 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.

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: Include any other stakeholders not listed above.

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 person designated to oversee that course to notify the University Registrar of this change.

REFERENCES & SUPPORTING DOCUMENTS

Section Updating. Office of the Registrar. <http://www.augusta.edu/registrar/sectionupdate.php>

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 3725

Policy Sponsor: Vice President of Academic and Faculty Affairs

Originally Issued: Not Set

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RELATED POLICIES

Intentionally left blank.

APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/27/2017