

ADMINISTRATIVE DIVISION ACAF Academic Affairs		POLICY NUMBER ACAF 1.19
POLICY TITLE Instructor of Record		
SCOPE OF POLICY Columbia and regional Palmetto College campuses		DATE OF REVISION October 18, 2019
RESPONSIBLE OFFICER Executive Vice President for Academic Affairs and Provost		ADMINISTRATIVE OFFICE Office of the Provost

PURPOSE

Academic units must identify all instructors for all course sections and designate a primary instructor who will officially serve as instructor of record for each course section.

DEFINITIONS AND ACRONYMS

Instructor of Record: Individual designated by the academic unit as responsible for the course. The instructor of record is the primary instructor on the class section record, identified as either “assigned instructor” or “instructor.”

Academic Unit: The academic unit is any college/school, department, program, center, or institute that offers courses taught for credit and non-credit. Each academic unit is responsible for assigning and submitting instructor(s) of record to the Office of the Registrar.

POLICY STATEMENT

The University of South Carolina is committed to improving institutional data quality by maintaining an accurate record of the teaching assignments of all faculty (tenure-track, tenured, temporary, adjunct, and affiliate), instructional staff and graduate teaching assistants.. Academic units must abide by a published deadline established jointly by the Registrar and the Office of Institutional Research, Assessment, and Analytics.

- A. This policy applies to all faculty and other academic personnel involved in instruction as defined by University Policy ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions. This also includes university staff assigned as instructor of record either as dual employment or as part of their staff appointment, and academic affiliates appointed in accordance with policy UNIV 2.50 Affiliate Appointments.

Additionally, this policy applies to academic administrators with academic appointments as defined by policy ACAF 1.01 Recruitment and Appointment of Academic Administrators. Examples of related positions include the provost, vice provosts, academic deans and associate deans, academic department chairs and academic program directors.

- B. All instructors of record regardless of rank or type must meet the appropriate standards for credentials as defined by University Policy ACAF 1.20 Credential Verification for Instructors of Record.
- C. For those courses identified as Lab schedule type by the Office of the Registrar and associated with a separately scheduled lecture class, the instructor of record may be a course coordinator. The course coordinator is ultimately responsible for all duties typically undertaken by an instructor of record, but may be assisted with content development, course assignments, and student grades by a secondary instructor not reported on the class schedule. In these cases, only the course coordinator must satisfy the academic credential criteria as defined in ACAF 1.20 Credential Verification for Instructors of Record. For all other courses, the instructor of record has responsibility for developing course content and requirements and assignment grades.

PROCEDURES

The instructor of record is identified by the academic unit offering the course and is reported through submission to the class schedule.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[Southern Association of Colleges and Schools, *Principles of Accreditation*, Comprehensive Standard 3.7.1.](#)

[ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track and Non-Tenure-Track Faculty](#)

[ACAF 1.01 Recruitment and Appointment of Academic Administrators](#)

[ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions](#)

[ACAF 1.16 Non-Tenure Track Faculty](#)

[ACAF 4.00 Graduate Assistantships](#)

[UNIV 2.50 Affiliate Appointments](#)

[Faculty Credentials for SACSCOC](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
November 19, 2016	New policy approval
October 18, 2019	Clarification of instructor of record for lab sections