ALAMO COLLEGES DISTRICT
Northeast Lakeview College

Procedure Number:	AS 203
Procedure Title:	Instructor of Record
Relevant Board Policy:	D.2.3 Qualifications for Hire
Relevant Board Procedure:	D.2.3.2 Faculty and Department Chair Positions
Relevant SACSCOC Principle:	6.3 Faculty Appointment and Evaluation
Originating Unit:	Vice President for Academic Success
Maintenance Unit:	Vice President for Academic Success
Contact for Interpretation:	Vice President for Academic Success

I. Instructor of Record

Northeast Lakeview College defines the "instructor of record" as the individual designated by the academic unit as responsible for a course, including developing the course's internal design, conducting its delivery, the complete scope of assignments and assessments, evaluation of student work or performance, and ultimately determination and recording of student grades. Academic Departments may specify common standards for a course, such as the course description and parameters of its basic content, selection of common textbook(s), some common assignments, especially when used for common assessments of program learning outcomes, and general grading criteria. The instructor of record shall be nonetheless fully responsible for the conduct of the course.

Instructors of record may include:

A. Faculty teaching general education courses at the undergraduate level,

B. Faculty teaching technical courses designed to culminate in a Associate of Applied Science degree,

C. Faculty teaching associate-degree courses designed for transfer to a baccalaureate degree-institution, and

D. Faculty teaching non-credit, non-transferable developmental courses.

Instructors of record may be either full-time or part-time (adjunct) faculty members. The designation of instructor of record shall apply regardless of instructional mode of

delivery or location of delivery.

Guest lecturers are not considered instructors of record. Guest lecturers may be internal or external to the academic unit. A guest lecturer is an individual invited to contribute to a course based on his or her specialized expertise but is not responsible for the conduct of the course. The instructor of record is the faculty member who retains responsibility.

In order to ensure that all instructors of record possess the academic preparation, training, and experience necessary to teach academic courses, all instructors of record must present the appropriate academic credentials and evidence as specified in College Academic Success Procedure AS 202: Faculty Credentials.

Attachment:
Originator: Alan Cottrell
Date Approved: 08/17/2017
Last Updated: 4/30/2019

Approved: Laura B. Sanchez, Ed.D.
Title: Vice President for Academic Success