Florida State University Policy 9-3

Title of Policy: Policy for Defining “Instructor of Record”
Responsible Executive: Vice President for Faculty Development and Advancement
Approving Official: Provost
Effective Date: April 30, 2013
Revision History: New April 30, 2013

I. INTRODUCTION
Florida State University defines the “instructor of record” as the individual designated by the academic unit as responsible for a course, including developing its design, delivery, assignments, and assessments. All instructors of record, regardless of rank or type, must meet the appropriate standards for credentials and appointment. (See “Florida State University Policy for Faculty Credentials” and the “Faculty Handbook” Section 4.)

II. POLICY
Instructors of record may include:

A. Faculty teaching general education courses at the undergraduate level: the faculty member must have a doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

B. Faculty teaching baccalaureate courses: the faculty member must have a doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

C. Faculty teaching graduate and post-baccalaureate course work: the faculty member must have an earned doctorate/terminal degree in the teaching discipline or a related discipline.
D. Graduate teaching assistants: To meet SACS guidelines regarding graduate teaching assistants, all graduate students assigned as instructors of record should have either a master’s in the same discipline or have satisfactorily completed at least 18 semester-based graduate credit hours in the same discipline as that of instruction. Credits for which an “incomplete” has been assigned, such as research hours, are not included in determining the number of graduate hours completed. Graduate student instructors of record must receive appropriate training prior to instruction and regular in-service training. Training may include completion of the teaching assistant training provided by Program for Instructional Excellence (PIE) and/or in-unit training. All graduate student instructors of record must be supervised by a faculty member holding teaching credentials appropriate to the course and should be regularly evaluated on their teaching performance.

E. Other personnel, such as adjuncts, courtesy faculty, or visiting faculty, who are designated by academic units as responsible for courses, are considered instructors of record, and must meet the standards for credentials and appointment for the specified courses.

Graduate or undergraduate students who are assigned to a course in a support capacity, i.e., grader, proctor, classroom assistant, lab assistant, are not considered instructors of record.

Guest lecturers are excluded as instructors of record. A guest lecturer is an individual invited to contribute to a course based on his or her specialized expertise in an area essential to the course and its learning outcomes. Guest lecturers may be internal or external to the academic unit in question.

III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY

The Vice President for Faculty Development and Advancement has exclusive authority, as delegated by the Provost and President, to establish all policy regarding instructor qualifications.
The Vice President for Faculty Development and Advancement shall be responsible for periodic
review and of this policy and for suggesting any necessary revisions to both the Faculty Senate
and the Provost for their approval.

Garnett S. Stokes, Provost

Date

1/26/2014