

1 **Florida State University Policy 3A-3**

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

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8 **I. INTRODUCTION**

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

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15 **II. POLICY**

16 Instructors of record may include:

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

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

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28 C. Faculty teaching graduate and post-baccalaureate course work: the faculty
29 member must have an earned doctorate/terminal degree in the teaching discipline
30 or a related discipline.

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32 D. Graduate teaching assistants: To meet SACS guidelines regarding graduate
33 teaching assistants, all graduate students assigned as instructors of record should
34 have either a master's in the same discipline or have satisfactorily completed at
35 least 18 semester-based graduate credit hours in the same discipline as that of
36 instruction. Credits for which an "incomplete" has been assigned, such as research
37 hours, are not included in determining the number of graduate hours completed.
38 Graduate student instructors of record must receive appropriate training prior to
39 instruction and regular in-service training. Training may include completion of
40 the teaching assistant training provided by Program for Instructional Excellence
41 (PIE) and/or in-unit training. All graduate student instructors of record must be
42 supervised by a faculty member holding teaching credentials appropriate to the
43 course and should be regularly evaluated on their teaching performance.

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

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

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

57 58 **III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY**

59 The Vice President for Faculty Development and Advancement has exclusive authority, as
60 delegated by the Provost and President, to establish all policy regarding instructor qualifications.

61 The Vice President for Faculty Development and Advancement shall be responsible for periodic
62 review and of this policy and for suggesting any necessary revisions to both the Faculty Senate
63 and the Provost for their approval.

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Garnett S. Stokes

1/26/2014

Garnett S. Stokes, Provost

Date