

Purpose

The University of North Carolina at Greensboro (UNCG) recognizes the importance of the requirement for compliance with the Southern Association of Colleges and Schools' Commission on Colleges (SACSCOC) *Principles of Accreditation: Foundations for Quality Enhancement*, www.sacscoc.org, which includes standards regarding faculty credentialing of Instructor of Record (IOR). To that end, the institution is responsible for justifying and documenting the qualification of its faculty.

Scope

The University of North Carolina at Greensboro Faculty Credentialing and Verification Policy is mandatory and applies to all UNCG Faculty, including those who teach distance learning. Each academic department head/chair or program director has the responsibility to ensure that Instructor of Record credentials satisfy the SACSCOC Faculty Credentials guidelines or evidence-based credentialing criteria defined by UNC Greensboro. The adequacy and competence of the Instructor of Record assigned to teach specific courses must be documented and confirmed by the department head/chair, program director or designee.

Definitions

Instructor of Record (IOR): the person qualified to teach the course, and responsible for development and delivery of the curriculum, pedagogy, and assignments or assessment. Every course has an Instructor of Record, identified in the Course Schedule. The IOR delivers the essential content of the course, evaluates grades for students in the course, and records grades. The IOR may be supported in a course by guest lectures, staff, or graduate teaching assistants, but the IOR is accountable for delivering the majority of the course curriculum.

Policy

UNCG employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its instructors, UNCG gives primary consideration to the highest earned degree in the discipline. UNCG also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

Process Overview

UNCG employs established structured processes for the recruitment and appointment of faculty members in accordance with the [University's Affirmative Action Plan](#) and as outlined in the [Responsibilities of Search Committees](#) and [Promotion, Tenure, Academic Freedom, and Due Process Regulations](#). The Faculty Credentialing Procedures SACSCOC Standard 6.2.a are also employed to assure

compliance with SACSCOC requirements. In addition, University guidelines outline specific qualifications and criteria for appointment, promotion, and tenure within the various faculty ranks, including academic, academic professional, clinical, and lecturer. Credentialing occurs within the department, verified by the Dean. Completed credentials are forwarded from the Dean to the Office of the Provost. The Provost's Office issues a compliance report prior to the start of classes in the fall, spring, and summer. Non-compliance issues are remanded to Deans for resolution.

While the Instructor of Record (IOR) is the person qualified to teach the course and responsible for the development and delivery of the curriculum, assignments, and assessment, they can be supported by staff or Graduate Teaching Assistances (GAs). The IOR delivers the essential content of the course, evaluates and assigns grades for students in the course.

Responsibilities of IOR with Support Staff or GAs

When an IOR is supported by staff or graduate teaching assistants, they are responsible for oversight of those assistants. Support occurs primarily when the faculty member delivers lectures for a course, but the course includes laboratory, recitation or discussion sections that are coordinated and supervised by those assistants. When a course is structured in this way, the IOR is still responsible for the curriculum delivered in those sections. To demonstrate that responsibility, the IOR must at least:

- Establish the curriculum for those sections;
- Provide training specific to their course. Training should include introducing department and university policies relevant to the classroom and teaching, developing classroom skills and content knowledge, and establishing expectations for contributing to the course;
- Supervise the assistants through planned and periodic observations of the sections;
- Evaluate grades for consistency and enter grades for the course into Genie;
- Hold periodic meetings with assistants to discuss issues;
- Evaluate assistants.

Staff coordinators and graduate teaching assistants support the course designed by the IOR. They do not design the curriculum themselves, deliver lectures regularly for the lecture component of the course, or enter final grades into Genie for any assignments or courses. They are responsible for making the IOR aware of any issues with the course or classroom activities.

In all cases, the Instructor of Record and support staff act with integrity to represent instruction for the course accurately, develop the curriculum and deliver instruction to the students as defined for the course.

IORs are to be listed in Banner as the primary instructor. For courses with graduate student or staff support, that person is to be listed in the secondary role.

Enforcement

Responsibility for the enforcement of this policy resides with the Provost. The Deans are responsible for their units adhering to the policy set forth in this document and the procedures set forth in the Faculty Credentialing Procedures document. In the rare instance that an issue of non-compliance is determined, it is the responsibility of the Dean and the Department Head/Chair or Program Director to find an appropriately credentialed instructor or cancel the course.