

MOA-09/04, Assignment of Instructor of Record in Banner

1. Instructors of record are assigned by the department chair/director in accordance with this policy and in accordance with university collective bargaining contracts, where applicable. Departments should have all instructors of record entered in Banner three weeks prior to the start of a semester or session. Thereafter, the instructor assignments should be updated daily by the departments. Assignments as of census constitute the official record for reporting purposes. Any exception requires approval by the college dean and the registrar and by the graduate dean if a graduate course is involved.

2. All instructors of record are assigned according to the same rules. The policy applies to tenured and tenure track faculty, term faculty, adjunct faculty, retired faculty, part-time faculty, staff members, graduate teaching assistants, and undergraduate teaching assistants.

3. Instructor of record assignments in Banner should reflect who has **primary** or **secondary** responsibility for (a) designing the course syllabus, (b) meeting class regularly, and (c) deciding student grades. Instructor of record assignments should be made according to the following table, depending on the section type:

Section Type	Assignment Criteria	Rule for Assigning the Primary Instructor of Record	Rule for Assigning the Secondary Instructor of Record
Stand Alone Credit-Bearing Section	(a) Designs syllabus, (b) Meets class regularly, (c) Decides student grades	Primary instructor must meet 2 of the 3 criteria.	Include others in team taught sections. Should include any graduate assistant who is assisting the primary instructor.
Credit-Bearing Lecture (with subordinate labs or recitations)	(a) Designs syllabus, (b) Meets class regularly, (c) Decides student grades	Primary instructor must meet 2 of the 3 criteria.	TAs assigned to subordinate zero-credit labs may be assigned as secondary instructor of record for lecture, at department discretion.
Subordinate zero-credit labs or recitations	Meets class regularly	Primary instructor is the person who meets class regularly.	Faculty member who teaches main lecture may be listed as secondary instructor.

Note: Only one primary instructor of record can be assigned. If there are two who meet the criteria for primary instructor, one must be entered as primary and the other as secondary, as determined by the department chair.