Policy on Assignment of Instructor of Record in Banner
Draft: February 3, 2009
Approved by Faculty Senate Spring 2009

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:

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

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.
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Approved by SIS Governance Committee and Faculty Senate, Spring 2004

The objective of this policy is to have an accurate record in Banner of the teaching assignments of the faculty, including full-time faculty, teaching assistants, and part-time faculty. Under this policy, faculty who are listed in Banner as an instructor of record (primary or secondary) will have access to faculty self-service in Banner, which includes access to their own class lists and the ability to assign student grades for their classes.

1. The Banner system will be the official record of faculty teaching assignments. This means designation of instructor of record for every class taught.

2. Instructor of Record information should be up-to-date two weeks prior to the start of a semester or session. Changes should be entered daily after that date by the person designated by the chair. First day of class accuracy is necessary for faculty to obtain class lists through the faculty self-service module in Banner. All changes to instructor of record must be accurate prior to census date. If instructors change during the semester, those changes should be entered into Banner immediately by the person assigned to that responsibility by the chair.

3. Undergraduate teaching assistants should never be listed as instructors of record, either as primary instructors or as secondary instructors. The faculty supervisor should be listed as the primary instructor of record on these sections. This is because undergraduate students cannot be given access to student records in Banner.

4. A full-time faculty member should be listed as the primary instructor of record for those sections that the faculty member consistently attends and for which the faculty member assigns the grade.

5. When a class is team taught, one of the faculty members must be listed as the primary instructor of record. (It is a requirement of Banner that there be exactly one primary instructor of record.) The other faculty should be listed as secondary instructors of record so that all teaching assignments are accurately recorded.

6. When graduate teaching assistants are involved:
   a. Graduate teaching assistants who teach subordinate (linked) lab or recitation sections should be listed as primary instructor of record for zero-credit lab or recitation sections (and should be listed as secondary instructors of record for the linked lecture section at the discretion of the department chair). Faculty who teach the lecture sections and who are responsible for assignment of grades must be listed as the primary instructor of record for the lecture and must also be listed as the secondary instructor for the laboratory or recitation sections.
   b. Graduate teaching assistants who teach stand-alone sections (including the stand-alone lab sections in some science departments) should be listed as the primary instructor of record. Supervising and coordinating faculty should be listed as the secondary instructor of record for these sections.
   c. Graduate teaching assistants should be listed as secondary instructors when they assist a professor in teaching or grading a large class.

7. Part-time and adjunct faculty should be listed as instructors of record based on the same rules as those which apply to teaching assistants.

8. Exceptions to any of the above policies require the final approval of the Registrar, based on the recommendation of the College Dean.