University of Missouri
Instructor of Record
Updated March 24, 2025

1. Purpose:

The objective of the Instructor of Record document is to provide definitions for the Instructor of Record categories of primary instructor, secondary instructor, course director, graduate instructor, observer, and course administrator to ensure an accurate record of the teaching assignments. This policy includes the teaching assignments of graduate teaching assistants (GTAs) and other appointments, (compensated and non-compensated), as are overseen by the department chair/director, or other instructional faculty. This information is critical to ensure data integrity in reporting teaching loads to UM System, within myVita, and academic program review, as well as correct access in Canvas. The general process for requesting appropriate access is covered as well.

All categories of instructors and staff listed below will be entered in myZou and will feed into the learning management system (Canvas) from myZou, unless otherwise noted.

2. Instructor of Record Categories:

   a. <u>Primary Instructor</u>: A Primary Instructor is someone actively engaged individually or as part of a team in the delivery of course content and assessment of student learning. A Primary Instructor is a person qualified ([see UM System-Faculty Bylaws 300.10](#)) to teach the course and who has overall responsibility for (a) the development and implementation of the course syllabus, (b) the achievement of student learning outcomes included as part of the syllabus, (c) verifying attendance via the MU Connect system for undergraduates, (d) meeting with the class as scheduled, and (e) assigning the grades for students registered in the class, and (f) evaluating and resolving grade disputes and making grade changes when appropriate. Each Primary Instructor will be assigned an appropriate percentage of responsibility in myZou. More than one primary instructor can be assigned to a course. Maps to teacher in Canvas.
      * Human Resource appointment is required.
      * A passing FERPA Exam is required for this role.

   b. <u>Secondary Instructor</u>: Secondary Instructor is a *content instructor* who assists the Primary Instructor in delivery of lectures, supervision of laboratories, grading, or other appropriate activities, and listed with responsibilities in myZou. This would normally include MU faculty (all five categories*) and other appointments as defined. Each Secondary Instructor will be assigned an appropriate percentage of responsibility in myZou. This does not include Graduate Teaching Assistants. Maps to teacher in Canvas.
      * Human Resource appointment is required.
      * A passing FERPA Exam is required for this role.

c. Course Director: For courses that involve team teaching, a Course Director at MU may be designated in myZou. They would have the same responsibilities as listed above for primary instructor and would/may also include oversight of:

   i. Undergraduate laboratory and studio sections in which teaching assistants or adjuncts may participate in the delivery of instruction, but the course director has primary oversight

   ii. Seminar courses in which the course director has the responsibility for organizing a series of speakers

   iii. Clinical instruction that is supervised by persons experienced in the discipline and focuses on application of concepts and principles in the field; or

   iv. Field supervision of student teaching, practica and internships supervised by persons experienced in the discipline

   Each Course Director will be assigned an appropriate percentage of responsibility in myZou. Maps to teacher in canvas.
   - Human Resource appointment is required.
   - A passing FERPA Exam is required for this role.

d. Graduate Instructor: Graduate students who have full responsibility for an entire class from planning the syllabus to grading and posting exams. Those holding graduate instructor assistantships who have primary responsibility for teaching a baccalaureate-level course for credit and/or assigning grades must be doctoral candidates (post-comps) and have earned at least 18 graduate hours in the teaching discipline. The Graduate Instructor will be assigned an appropriate percentage of responsibility in myZou. Maps to teacher in Canvas. A passing FERPA Exam is required for this role.

   Graduate instructors for whom English is a second language may be appointed only when they have been approved by the International Teaching Assistant Program, which requires evidence that demonstrates the necessary level of proficiency in oral communication and completion of University of Missouri Graduate Teaching Orientation.
   - Human Resource appointment is required.
   - A passing FERPA Exam is required for this role.

e. Teaching assistants (TAs): TAs often help professors with teaching big groups of students. TAs perform a variety of tasks including leading or assisting with lectures and discussions, managing laboratory sections, quizzes, tutoring, grading tests — usually according to guidelines or a rubric established by the professor —, and developing materials. They may also hold office hours. TAs in this role are often given access to the learning management systems to assist with course content, discussion boards and grading. While the primary instructor leads the course, TAs can serve as intermediaries between the professor and the class's many students. Graduate students who hold the position Graduate Teaching Assistantship fit within this category. In very limited situations where they meet departmental standards for serving as a peer teaching assistant, undergraduates may be

assigned the TA category. **TAs are not factored into the course workload with a percent effort.** Maps to TA in Canvas.

TAs for whom English is a second language may be appointed only when they have been approved by the International Teaching Assistant Program, which requires evidence that demonstrates the necessary level of proficiency in oral communication and completion of University of Missouri Graduate Teaching Orientation.

- Human Resource appointment is required.
- A passing FERPA Exam is required for this role.

f. Administrator: Individuals who are faculty members and already assigned to courses will see rosters of those courses and the rosters of courses they are assigned as Administrator in their faculty center. **Administrators are not factored into the workload and will not be integrated with other systems such as My Vita or Learning Management platforms.** Does not map to roles in canvas.
   - Human Resource appointment is required.
   - A passing FERPA Exam is required for this role.

g. Observers: Guest lecturers, and others who may need access to a course but do not need access to student information. Role must be entered in myZou. **Observers are not factored into the course workload with a percentage.**
   - Human Resource Appointment is necessary.
   - A passing FERPA score is required.

h. Grader: Can view and grade all assessments. Grader can view Discussions but cannot edit course content. **Graders are not factored into the course workload with a percent effort.** Maps to grader in Canvas. This applies to Teaching Student Assistants (Undergraduates).
   - Human Resource appointment is required, even if it is courtesy.
   - A passing FERPA Exam is required for this role.

i. Head TA: Allows grading, and administrative tasks as well as the ability to integrate the one canvas course with eBook, iclickers, and other third-party vendors. **Head TAs are not factored into the course workload with a percent effort.** Maps to teacher role in Canvas.
   - Human Resource appointment is required, even if it is courtesy.
   - A passing FERPA Exam is required for this role.

j. Learning Assistant: The role is in recorded in myZou. Learning Assistants can view and edit course content, view and post to discussions, and send messages to users. They can be used for Librarians and Course Peer Reviewers. Maps to Learning Assistant in Canvas. Learning Assistants **are not factored into the course workload with a percent effort.** This role requires the FERPA Exam since it does have access to student data.
   - Human Resource appointment is required, even if it is courtesy.
   - A passing FERPA Exam is required for this role.

k. <u>Course Coordinator</u>: A person with this role can see course content, but cannot see student information, (grades, student enrollments, etc.) They can update content in Canvas. **Course Coordinators are not factored into the course workload with a percent effort.**

- Human Resource appointment is required
- Passing FERPA Exam is required for this role.

l. <u>Veterinary Med Support</u>: This position is restricted to individuals in the College of Veterinary Medicine. In myZou it is abbreviated VETM. It is mapped to Teacher in Canvas. This role allows staff to use RESPONDUS and upload exams. **VETM are not factored into the Course workload with a percent effort.**
- Human Resource appointment is required, even if it is courtesy appointment.
- A passing FERPA Exam is required for this role.

3. Instructor of Record Qualifications

a. All individuals must be qualified per accreditation policies of the Higher Learning Commission Assumed, B.2 (https://www.hlcommission.org for delivery of instruction.)
b. "Instructors of Record" are to be listed on the course section prior to the first day of the class.
c. It is the *responsibility of the academic unit or department via the Scheduling Officer to correctly assign teaching load percentages*.
d. NOTE: MU staff members may collect grades for signature by the "Instructor of Record" and provide other support, but they are not the "Instructor of Record," unless the department has conferred adjunct faculty status on the staff member.
e. NOTE: Each course must carry the appropriate instructor(s) listed with a teaching load percentage equal to 100% (e.g., sections must have PI, SI, GI, or course director listed. No section can have only a TA listed).

4. Instructor of Record for Study Abroad:

a. Normally, if an MU Instructor accompanies students on the study abroad program, that MU Instructor will serve as the "Instructor of Record" unless another MU faculty member is designated by the department.
b. If the primary purpose of the program is language instruction and the program is not accompanied by an MU Instructor, the MU faculty member who reviewed the courses to be taken abroad and assigned them MU course titles and numbers, will serve as the "Instructor of Record."
c. For Consortium Programs administered by the International Center where courses have been approved and assigned MU course titles and numbers by MU Department Chairs/Directors, the Director of the MU International Center shall serve as the "Instructor of Record" if no other MU faculty member or MU adjunct faculty member is listed as the "Instructor of Record." The Director may only be the "Instructor of Record" if they are an MU faculty member or MU adjunct faculty member.
d. The appropriate instructor of record must be listed. "Staff" is not an acceptable Instructor of Record for Study Abroad sections.

    e. Departments should set up course sections for each term in which a student may enroll in the program.

    f. Enrollment in study abroad sections:

        i. Students will enroll prior to departure in the course for which they anticipate completing the appropriate work.

        ii. Students must obtain the consent of the Instructor of Record to enroll.

        iii. Students must pay the associated tuition and required fees, which will be assessed based upon the enrollment completed.

        iv. Students are responsible for tuition and fee assessment charges that result from changes to the enrollment. (In cases where the changes were beyond the student's control, a refund appeal may be filed with the Office of the University Registrar.)

        v. Departments will administratively enroll the student in a "Place Holder" course with the appropriate program fee attached, so that students will be billed for the program.

5. Process for requesting role assignment and access to myZou and Canvas:

    a. All roles, unless noted above, first require an active HR appointment and a passing FERPA examination score.

- For HR assistance contact your unit's HR staff member
- To take the FERPA exam, go to https://registrar.missouri.edu/faculty-staff/#ferpa

    b. Adding students to Canvas

- Students who do not fit one of the roles noted above may not be added to course sections.
- Students who are completing an "incomplete" may be added by using the Canvas Request System, provided they were graded as incomplete:

        i. Students will only be added to the sections for the semester for which they are finishing the incomplete.

        ii. Policies related to awarding incompletes may be found at VII.B.3 of the Faculty Handbook listed under Faculty Resources as: https://facultycouncil.missouri.edu/key-resources/

        iii. Incompletes are not to be awarded in the case that a student would be required to sit through the entire course, as the student would not be able to be awarded a passing grade at the time of grading, in accordance with the policy, thus students are not to be added to current term sections of courses.

        iv. Extenuating circumstances may be appealed to the Office of the University Registrar at: umcunivregistoursche@missouri.edu

*Faculty Categories: 1) Tenure/Tenure Track; 2) Non-Tenure Track Full Time (NTT-FT); 3) Non-Tenure Track Part-time (NTT-PT), 4) Other compensated; 5) Other non-compensated