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 (http://www.sacscoc.org),* which includes standards regarding faculty credentialing of Instructors of Record (IOR). To that end, the institution is responsible for justifying and documenting the qualifications 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 unit (College or School) 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 academic deans.

Definitions

Instructor of Record: 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 lecturers, 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 of record, 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

The University employs established structured processes for the recruitment and appointment of faculty members as outlined in the following documents, Affirmative Action Plan, Responsibilities of Search Committees, and Instructor of Record Credentialing Procedures, 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, lecturer, librarian, and research scientist. 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 summer, fall, and spring. Non-compliance issues are remanded to Deans for resolution.

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. The IOR delivers the essential content of the course, evaluates and assigns grades for students in the course.

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:

1.   Establish the curriculum for those sections

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2.   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.
3.   Supervise the assistants through planned and periodic observations of the sections
4.   Evaluate grades for consistency and enter grades for the course into Genie
5.   Hold periodic meetings with assistants to discuss issues
6.   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 into Genie final grades 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 Instructors or 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 Instructor of Record Credentialing Procedures document. In the rare instance that an issue of non-compliance is determined, it is the responsibility of the Dean and Department Head to find an appropriately credentialed instructor or cancel the **course.**