

Randolph College

Instructor of Record Responsibilities

The instructor of record for a given course is a full-time Randolph College faculty member, or a duly appointed contractual (adjunct) faculty member, who holds the appropriate qualifications to teach the course and whose name appears in course lists, class rosters, and other administrative course documentation. Under normal circumstances, the instructor of record assumes responsibility for all direct instruction associated with the course.

For various reasons, the instructor who engages in direct instructional activity for a given course may not be the same person(s) as the instructor of record. In such cases, the instructor of record retains primary responsibility for the course and supervises all aspects of course instruction and administration. These responsibilities include but are not limited to the following:

- Making decisions about the course, including course design, types of assessments used, and grading policy and grading methodology;
- Assuming overall responsibility for the development and implementation of the course syllabus;
- Developing and addressing student learning outcomes;
- Reviewing lesson plans and/or lecture and activity notes;
- Arranging at least one classroom observation and follow-up conference;
- Meeting with the classroom instructor before and throughout the term in which the course is taught to review the progress of the course and monitor student outcome achievement;
- Periodically meeting with the class itself; and
- Posting of final grades.