

RESPONSIBILITIES OF COURSE INSTRUCTORS OF RECORD

Responsible administrator: Associate Dean for Academic Programs

Last updated/reviewed: 5/1/16

Rationale:

Most courses in the Harrison School of Pharmacy involve sharing of teaching responsibilities among multiple faculty members. At times this can result in confusion with regard to the responsibilities of various faculty members teaching in the course. For example, it may not be clearly understood among students as to which faculty member is to be approached with regard to course management issues.

For each course, an instructor of record is listed in the Banner System; these individuals have the responsibility and authority related to all course management issues. Thus, the purpose of this policy and procedures is to clearly delineate the responsibilities of course instructors of record.

Policies and Procedures:

1. All course syllabi will clearly identify the instructor of record.
2. The instructor of record will be responsible for all aspects of course management. Examples of this include, but are not limited to:
 - a. Reviewing and making decisions regarding student requests regarding excused absences.
 - b. Making arrangements for students who require accommodations that are approved for by the AU Office of Accessibility. It is the responsibility of the instructor of record to assure that all approved accommodations are provided.
 - c. Providing communications to students, faculty and staff regarding course policies and management issues.
 - d. Overseeing the administration of examinations in accordance with the HSOP's Exam Policies, including assuring proper communication, logistics with the Mobile campus and adequate proctoring of exams.
 - e. Creating a grade book in Canvas in accordance with the HSOP's policy and procedures. The grade book must be updated in a timely manner and be accurate so that students at any time can easily determine their status with regard to scores for quizzes, exams and other assignments. Scores for examinations and other assessments must be recorded in Canvas no later than 8 working days after the examination/assessment has been administered. Access to the grade book will be provided to administrative and support personnel who are specified by the Associate Dean for Academic and Student Affairs and the Assistant Director for OTLA. At minimum, the following should be added to the Canvas site at the level of "TA" or higher.
 - Assistant Director of OTLA
 - Associate Dean for Academic and Student Affairs
 - Student Services Coordinator(s) for both the Auburn and Mobile campuses
 - Associate Dean for Curriculum and Assessment
 - Assistant Dean for the Mobile Campus
 - f. Managing the posting on Canvas of scores for examinations, quizzes and other assignments.

- g. Determination of the final course grades and recording the grades in Banner.
- 3. All student requests regarding course policies and procedures, as well as course management issues, are to be addressed to the instructor of record – not the instructor who is currently teaching in the course.
- 4. The instructor of record, in conjunction with the Assistant Director of OTLA, will assure that all examination and assessment policies are followed. This includes assuring that all policies related to ExamSoft are followed and that appropriate exam reviews are provided.
- 5. The instructor of record will assure that students have sufficient opportunity to review their examinations and challenge exam results.
- 6. Transparency in communication with student pharmacists is essential. For each examination, quiz or other assignment, the instructor of record will be responsible for communicating results to the students in the course. In cases where exam scores are adjusted, or when questions are eliminated or changes in scoring made, the instructor of record will accurately communicate those changes to the entire class.
- 7. The instructor of record is responsible for assuring that graduate student teaching assistants, staff members, and other employees are properly supervised and will be held accountable for any issues created due to problems or errors created due to inaccurate supervision.
- 8. Should the instructor of record be on approved leave, an acting instructor of record will be selected by the appropriate department head. The name of the replacement will be communicated to students in the course as well as members of the faculty, staff and administration.

These policies and procedures pertain primarily to the roles and responsibilities of instructors of record. Additional information, specific to examinations, is found in the HSOP's Policies on Examination and Assessment Administration.