Office of the Provost Guidelines for Establishing "Instructors of Record" in the MAUI System

Introduction:

The Office of the Provost, in consultation with the Office of the Registrar, requests that all academic courses list a UI employee (in active status) with a qualifying faculty jobcode as the Primary Instructor in the MAUI system or, in the case that a non-faculty member is listed as the Primary Instructor, then a person with a faculty jobcode must be listed as the Course Supervisor. In this way, the UI can verify that all academic courses are either taught by or supervised by a faculty member.

Current Procedure:

Currently, departments directly enter names into the MAUI system to identify the instructors of record for academic courses. Types of instructors of record include:
- Primary Instructor,
- Team Teacher,
- Course Supervisor,
- Teaching Assistant.

Every academic course section must have one and only one Primary Instructor, but can have as many other kinds of instructors as a department chooses. Each instructor designation carries with it particular privileges and responsibilities, including access to specific student records, ICON access, and responsibility to complete FERPA training to access specific student data. Currently, the range of appointments designated as Primary Instructor varies across departments -- with Primary Instructors ranging from Secretary IVs and Program Associates to Full Professors. There is no communication or check between MAUI and the Faculty Status HR systems to verify faculty status.

The Primary Instructor field identifies the person most responsible for course instruction and is also used by multiple offices to determine:
1) Course load to factor faculty percentage effort (departmental/colleges),
2) Course payment (by Division of Continuing Education),
3) Contact person for student inquiries (visible on ICON screen), and
4) Instructor of record (Registrar).

New Procedure:

All UI academic courses will either be taught by or supervised by a member of the UI faculty. To ensure this, the MAUI system will restrict **Primary Instructor** status to employees listed as having **an active appointment** within the UI HR System. If a non-faculty or TA jobcode is entered as Primary Instructor, someone with a qualifying faculty appointment must be entered into the **Course Supervisor** field (*see "Eligible Faculty Jobcodes for Primary Instructor or Course Supervisor" at end of this document). All individuals listed as an instructor must hold an

active UI appointment, but faculty status is not required for the Team Teacher, Teaching Assistant, or Course Supervisor (when a faculty member is listed as Primary Instructor).

Primary Instructor	Must hold active faculty appointment or, if taught by a staff member or Teaching Assistant, must identify a faculty member to serve as Course Supervisor.
Course Supervisor	If used in conjunction with a non-faculty Primary Instructor, must hold an active faculty appointment in one of the Eligible Faculty Jobcodes*
Other Designations (e.g., Team Teacher, Teaching Assistant)	Must hold active UI appointment – not necessarily faculty

As per the *UI Operations Manual* (OM-III.10.11), one exception to this is an allowance that coaches may teach athletics-related courses to student athletes. For other courses requiring an exception, please contact Marge Pottorff, Faculty HR Specialist, Office of the Provost (margery-pottorff@uiowa.edu), to discuss methods by which appropriate oversight can be identified and implemented.

This change will be in effect for all new academic courses (for credit and non-credit) that begin after January 1, 2011.

Rationale for Change:

o   The University of Iowa faculty is charged with ensuring the overall integrity of academic coursework. The University should be able to forthrightly state that all courses offered at The University of Iowa are taught by or taught under the supervision of the faculty.
o   A Primary Instructor is understood to have primary responsibility for course instruction and student guidance. If a faculty member is not the Primary Instructor, a faculty member shall be associated with the course as a Course Supervisor to ensure the overall academic integrity of the course and curriculum.
o   UI employees with faculty appointments, including 0% Adjunct appointments, must undergo the faculty approval process, which are dictated by collegiate and university guidelines.
o   Concerns have been expressed by auditors that people who are allowed access to student data (e.g., class lists) should have current active appointments.
o   For-credit and not-for-credit courses are acknowledged as part of a student's official transcript and academic coursework, therefore, the University has responsibility to use its existing systems to ensure academic integrity of that coursework.

Implementation Guidance:

This change will be in effect for all new academic courses (for credit and non-credit) that begin after January 1, 2011. The MAUI system will require that a faculty member be listed as either the **Primary Instructor** or **Course Supervisor** beginning with courses offered in Fall 2011.

To make the transition, the following procedures are recommended in cases in which a faculty member is not currently listed as Primary Instructor:

A. Staff member currently listed as Primary Instructor: For those courses in which a staff member is responsible for course oversight and/or is teaching the course, an appropriate faculty appointment (e.g., 0% Adjunct) may be given and the staff member can then be listed as the Primary Instructor via their faculty appointment.

B. Non-faculty members currently listed as Primary Instructor: In cases where a TA or staff member who is not eligible for an Adjunct appointment is listed as Primary Instructor, departments should identify the faculty member who has ultimate responsibility of the overall integrity of the course. This person should be listed as Course Supervisor beginning with courses offered after January 1, 2011.

C. For courses managed in some other way that may need an exception, please contact Marge Pottorff, Faculty HR Specialist, Office of the Provost (margery-pottorff@uiowa.edu), to discuss other methods by which appropriate oversight can be identified and implemented.

* Eligible Faculty Jobcodes for Primary Instructor and/or Course Supervisor

The following Faculty Appointments may be assigned as Primary Instructor or as Course Supervisor in the event that a TA or staff member is listed as Primary Instructor.

FA11 Adjunct Professor   FI03   Vice President
FA12 Adjunct Associate Professor   FI04   Dean
FA13 Adjunct Assistant Professor   FM03 Associate Provost
FA14 Adjunct Instructor   FM05 Associate Dean
FA15 Adjunct Lecturer   FM06 Assistant Dean
FA16 Adjunct Associate   FQ11 Clinical Professor
FA17 Adjunct Assistant In Instruction   FQ12 Clinical Associate Professor
FC11 Adjunct Clinical Professor   FQ13 Clinical Assistant Professor
FC12 Adj Clinical Assoc Professor   FQ14 Clinical Instructor
FC13 Adj Clinical Asst Professor   FS11 Professor
FC14 Adjunct Clinical Instructor   FS12 Associate Professor
FC15 Adjunct Clinical Lecturer   FS13 Assistant Professor
FC16 Adjunct Clinical Associate   FS14 Instructor
FC17 Adj Clinc Asst for Instruction   FT11 Professor
FE11 Professor Emeritus   FT12 Associate Professor
FE12 Associate Professor Emeritus   FT13 Assistant Professor
FE13 Assistant Professor Emeritus   FV11 Visiting Professor
FH15 Lecturer   FV12 Visiting Associate Professor
FH16 Associate   FV13 Visiting Assistant Professor
FH17 Assistant In Instruction   FV14 Visiting Instructor
FI01   President   FV15 Visiting Lecturer
FI02   Provost   FV16 Visiting Associate