Guidelines for Identifying Instructor Role in SIS

*Note: Guidelines for coding Instructor Role for lab coordinators in SIS have changed since September 2012. Lab coordinators for multi-section, independent, “co-requisite” labs will be considered Instructor of Record, NOT Instructional Support.*

How are faculty roles defined and coded in SIS?

- **Instructor of Record**: is responsible for overall design and conduct of the course, and has final authority for final grades
  - Every section must have an Instructor of Record
  - Labs and problem sessions
    - When labs are “embedded” and linked to a specific lecture section, the lab Instructor of Record is the same as the lecture to which the lab is linked.
    - When labs are “co-requisite” and not linked to a specific lecture section – and students register for them and are graded separately – the Instructor of Record is normally the lab coordinator responsible for an entire set of labs.
    - Instructors of Record are evaluated by ClassEval only when there is no Classroom Instructor present for a course and the course is not excluded due to the EOTC defined exclusion guidelines.

- **Classroom Instructor**: leads day-to-day classroom activities throughout the term, and evaluates student work to determine achievement of learning outcomes
  - For lecture sections, the Classroom Instructor and Instructor of Record are often the same person.
  - When a classroom Instructor is present that person will always be evaluated through ClassEval provided, the course is not excluded due to the EOTC defined exclusion guidelines, even when an Instructor of Record is present.

- **Multiple Instructors**:
  - Courses with multiple instructors should be assigned per the definitions above.
  - Multiple instructors are only evaluated by the ClassEval system if each instructor is listed on the same "level". This means each instructor must be listed as Instructor of Record or each must be Classroom instructor.

- **Instructional Support**: assists with the conduct of the class, e.g., by grading homework and managing logistics.
  - Those listed in Instructional Support roles will not be evaluated by ClassEval.