

COAHOMA COMMUNITY COLLEGE

Instructor of Record Policy

The Instructor of Record (IOR) at Coahoma Community College is listed as the primary instructor for a course that is listed on the Class Schedule and the institution's Jenzabar Student Information System (SIS). The IOR also requires that the instructor(s):

- Is listed on the SACSCOC Faculty Roster,
- Must be appropriately credentialed to teach the course,
- Will be evaluated by students in the course, the faculty's Program Coordinator/Chairperson, and/or the Instructional Dean according to the Policy 35.13 Evaluation of Faculty, Policy and Procedures Manual.

The Instructor of Record has overall responsibility for the development and implementation of the course syllabus, for the day-to-day delivery of the course, for the course addressing the student learning outcomes implied by the syllabus, and for the issuing of grades.

The Instructor of Record also has responsibility for student complaints and grievances associated with the course and is responsible for course activities delivered by his/her designated representatives.

Career Technical Secondary Instructor(s)

Some Career and Technical Division Programs have a secondary instructor who assists the IOR in instruction with grading or other appropriate activities and listed responsibilities on the faculty job description. A secondary instructor is an individual providing instruction and perhaps functioning as the primary instructor of that portion of the course. In such a course, a secondary instructor may provide no more than one-third of the instruction of the course.

Secondary instructors are not listed on the SACSCOC faculty roster but should be evaluated on an annual basis as a matter of good practice.

Health Sciences Two or More Primary Instructor(s)

Health Sciences may have at least two or more instructors serving as a primary IOR for instruction to perform the duties of grading or other appropriate activities and responsibilities as listed in the job description, in order to comply with the student-to-faculty ratio of 1 to 15 policy from the Institution of Higher Learning Mississippi Nursing Degree Programs Accreditation Standards and the Mississippi Community College Board.

Notable exceptions to situations where the Instructor of Record may have overall responsibility for a course without the continuous presence or ongoing instruction in a classroom or through online delivery include:

- A clinical instructor that is supervised by persons experienced in the discipline and focuses on the application of concepts and principles in the field.

Clinical instructors are listed on the SACSCOC faculty roster and will be evaluated on an annual basis.