PTHE Primary and Secondary Course Instructors

Instructor of Record
- Responsibilities include:
  • Course content, organization and management
  • Syllabus
  • Identifying and contacting invited speakers
  • Identifying and communicating instruction and course responsibilities to all participating PTHE faculty, determining teaching percent contributions prior to course registration. **This information must be communicated to Department Chair and Administrative Assistant prior to course registration (See Note below.)**

Primary instructor: Contributes more than 30% of the course instruction. Responsibilities are those comparable to Instructor of Record and typically are consistent with the Instructor of Record.

Secondary instructor(s): Contributes more than 30% of the course instruction.

Invited (guest) speaker: Contributes less than 30% of the course instruction. Invited speakers are recognized for expertise in specific content areas. Instructional responsibilities limited to class presentations.

Student Surveys of Instructors: SOIS or SPOTS are student surveys of faculty instruction. The primary instructor is surveyed in each course. If any other instructors in the course contribute more than 30%, the instructor with the highest percentage will be surveyed.

Note: In accordance with the Faculty Manual, the unit administrator is responsible for all teaching assignments, faculty workload assessments, and faculty annual evaluations. In the fulfillment of these responsibilities the Department Chair must be made aware of and must approve the participation of course participants, particularly those designated as secondary instructors or invited speakers. Prior to course registration, the Instructor of Record / Primary Instructor must submit to the Department Chair the course syllabi, the names of all course participants, and their contributing percentages.

On 7-31-13 a majority of the Department’s permanently tenured faculty voted to approve these Department Guidelines. All amendments or revisions must be dated and approved by a majority of the Department’s permanently tenured faculty.

On 9-24-13 a majority of the Department’s faculty voted to approve these Department guidelines.