

Mid-Atlantic Christian University
Academic Affairs Policy #33

SUBJECT: Teacher of record expectations

DATE: September 11, 2008

REVISED: N/A

NEXT SCHEDULED REVIEW: Every 4 years. February 2016

APPROVED BY BOARD OF TRUSTEES: October 18, 2013

Policy for: Academics

Procedure for:

Authorized by:

Issued by: Board of Trustees

I. Purpose

Under unique circumstances Mid-Atlantic Christian University may choose to use an individual to teach a course who does not have sufficient credentials to meet accrediting association requirements. In such a case, MACU will assign a "Teacher of Record" (normally a full-time faculty member) to oversee a course being taught by an individual lacking credentials. What follows are the expectations of the Teacher of Record.

II. Policy

Under extenuating circumstances as determined by the Vice President for Academic Affairs (in consultation with an academic department chair) an individual may be asked to teach a course under the supervision of a regular faculty member.

III. Procedure

- Be present in the classroom for one or more lecture days (or equivalent for intensives) every month.
- Interact with the classroom teacher one day a month (or equivalent for intensives) in a mentoring relationship.
- Provide input and give final approval regarding such matters as student learning objectives, assignments, textbooks, syllabus, and assessment.
- The classroom teacher is responsible for the day by day operation of the course, the grading, and all other duties.

IV. Published: *Faculty Handbook* and *Adjunct Faculty Handbook*

V. Reason for Revision

VI. Appendices