



## **Policy on Multi-Instructor Courses**

The purpose of this policy is to ensure that courses with multiple instructors are structured around clear department or college pedagogy rather than assigned for administrative convenience. This policy also clarifies expectations related to teaching load and compliance with the Family Educational Rights and Privacy Act (FERPA). The policy applies to all credit-bearing courses offered by the institution that are assigned to more than one instructor of record.

**The following should be considered when assigning multiple instructors to a course:**

### **1. Substantive Instructional Role**

- a. All instructors listed for a course must have a demonstrable and meaningful instructional role, such as delivering lectures, facilitating discussions, developing course materials, assessing student learning, or providing direct student support for all enrolled students.
- b. Assigning instructors solely for administrative convenience or record-keeping purposes is not permitted without permission of the Provost's Office.

### **2. Teaching Load Credit**

- a. Teaching load credit shall be assigned proportionally within Colleague to the instructional responsibilities carried out by each instructor.
- b. Department chairs or program directors are responsible for documenting instructional contributions to ensure equity, transparency, and compliance with faculty workload policies. Intellectual property should also be considered in a course with multiple instructors.

### **3. FERPA Compliance**

- a. In accordance with the Family Educational Rights and Privacy Act (FERPA), access to student educational records, including but not limited to grades, assessments, and course-related communications, shall be granted only to instructors who have a substantive instructional role in the course.
- b. Listing instructors without a meaningful instructional role may create unnecessary FERPA compliance risks and is not permitted under this policy.

### **4. Oversight and Enforcement**

- a. Department chairs and program directors shall review and approve all multi-instructor course assignments to ensure compliance with this policy.

Responsible Office: Provost's Office

Approved by Provost Council: 10.31.2025

Endorsed by Faculty Senate: 01.15.2026