

OIRAA Guidelines for Submitting Instructor of Record Credential Documentation

The guidelines listed below should be followed by colleges and schools when submitting transcripts, Instructor of Record Qualifications forms, and other supporting materials to the Office of Institutional Research, Assessment and Analytics (OIRAA).

Required Documentation

Each instructor of record will fall into one of the four categories below. The majority will fall into the first category – instructors of record with a graduate degree in the teaching discipline. The other three groups of instructors will require additional credential documentation. The documentation requirements for each group are listed below. Please refer to University Policy ACAF 1.20 for a list of the SACSCOC minimum teaching qualifications that led to these groupings.

Instructors of record with a graduate degree in the teaching discipline

Note: See ACAF 1.20 for specific degree requirements for teaching undergraduate and graduate courses.

- Official transcript showing highest earned degree in the teaching discipline

Instructors of record who are qualified based on 18+ hours of graduate coursework in the discipline

- Instructor of Record Qualifications/Graduate Coursework form
- Official transcript showing relevant graduate courses and hours completed

Graduate Teaching Assistants (GTAs) without a graduate degree in the teaching discipline

- Instructor of Record Qualifications/Graduate Teaching Assistant form
- Advising or official transcript showing relevant graduate courses and hours completed

Instructors of record requiring alternate credentialing

- Instructor of Record Qualifications/Alternate Credentials form
- Documentation supporting qualifications described on the Alternate Credentials form
- CV or Resume

Guidelines for Formatting Credential Documents

- All documents should be submitted in PDF format.
- Before submitting documents, ensure that scanned documents are legible.
- Extraneous pages (e.g., the blank backs of pages) should be removed from scanned documents.
- All transcripts for an instructor of record should be combined into one PDF document with the transcript for the highest earned degree at the beginning of the document.
- The Instructor of Record Qualifications form and its supporting materials should be submitted as a separate PDF document.
- All document file names should include the first and last name of the instructor of record.