

3342-3 -02

University policy on instructors in courses carrying academic credit

- (A) Process. The instructor of record for all coursework carrying academic credit at Kent state university will have a Kent state university appointment. The instructor of record has primary responsibility for the delivery of instruction in a course, including the assignment of appropriate grades. In addition, all individuals providing ongoing or a significant portion of instruction in a course will have a university appointment. All instructors on Kent state university appointment will be approved by the disciplinary area. Assignments will be made by the academic unit, or by the regional campus if the course is to be offered at a regional campus.
- (B) Kent state university appointments. Appointments will specify the rank and/or title of the individual appointment for the purposes of instruction and will note whether the appointment is a continuing one or for a specified term period only and whether the salary, if any, is from Kent state university or another source. Examples of such appointments include full-time tenure-track faculty, full-time non-tenure-track faculty, adjunct faculty (with or without compensation), and graduate teaching appointees.
- (C) Employment relationship. Except in instances where the university has established a formal relationship with an accredited educational institution, a hospital or other health care organization, or a governmental agency, or where the university employs artists, actors or musicians who are customarily represented by agents or artistic organizations, the employment relationship between the university and individuals involved in credit instruction will be direct. Only under rare and extraordinary circumstances, and only after the advance approval of the educational policies council and the provost, will the university enter into agreements that provide for the subcontracting of credit instruction. In these instances, the provisions above with regard to the processing of appointments will be followed.

Effective: June 1, 2007

Prior Effective Dates: 9/10/2001. 9/19/2005