

Texas Tech University Self-Paced Courses

Per Texas Tech University OP 32.06, the Instructor of Record's responsibilities to the student include, but are not limited to, "facilitating the intellectual and emotional growth of students...[ensuring] that evaluation of a student's work reflects the student's level of achievement...[and] submit[ting] grades to the Registrar on or before the due date."

The Instructor of Record (IOR) is expected to read and respond to student inquiries regarding the course within a reasonable timeframe, as indicated on the syllabus and in keeping with departmental expectations, as well as evaluate and grade submitted coursework in a timely fashion, in addition to other faculty responsibilities as assigned by their respective department, the Self-Paced Courses Program, and Texas Tech University.

The IOR is responsible for developing a course that meets accessibility guidelines and functionality. All course development will undergo an intensive review process before receiving final approval for course deployment. The IOR is responsible for working with the assigned Instructional Designer to ensure that all course formatting, content, and materials meet all requirements prior to development completion. The IOR understands this process may necessitate course revisions and agrees to make the needed changes.

If an active IOR is not the originating author and developer of the course they are teaching, he or she is responsible for notifying the Office of Continuing & Professional Education if there are any updates, corrections, or other concerns that need to be addressed with the course content.

The IOR is responsible for determining how many students are enrolled into the section based on their ability to handle the workload and demands of the course. The IOR should email their respective dean and the Office of Continuing & Professional Education to request an additional section be created if the IOR believes the workload is unsustainable.

The IOR reserves the right to voluntarily resign from facilitating a self-paced course and understands and agrees to provide written notice of the resignation request to both the Self-Paced Courses program at selfpaced.courses@ttu.edu and their respective dean. This notice should follow the normal expectations and guidelines of the IOR's respective department regarding requests to no longer facilitate a course. The IOR may be expected to continue supporting currently enrolled students until a new IOR is established for the course.

The IOR may be involuntarily removed from the position when sufficient evidence exists to suggest that the IOR is not adequately responding to student communication, is failing to post grades for submitted assignments in a reasonable amount of time or is involved in any act of misconduct as defined by the University.