



Glossary

Instructor: A UW-Madison staff member with an active HR appointment in an instructional title series.

Principal Instructor: This is the instructor the students regularly interact with, typically holds office hours, and is the first line of contact for students with questions or problems. A course section could have multiple principal instructors but every course section (Ranges 1, 2, and 3) must have at least one principal instructor.

- For Range 1 sections, the principal instructor must meet minimum instructor qualification or have a supervisory instructor listed on that section.
- For Range 2 or 3 sections, it is not required for the principal instructor to meet minimum instructor qualification, as the overseeing Range 1 principal (or supervisory) instructor is presumed to be qualified.

Supervisory Instructor: a qualified (per policy) instructor who supervises the principal instructor of a Range 1 section when the principal instructor does not meet the definition of a qualified instructor or when the Range 1 principal instructor, by definition, needs supervision. This person is not necessarily involved in course delivery.

Auxiliary Instructor: an instructor who provides a small portion of instruction in a section but does not have overall or substantial responsibility for the curriculum or its delivery.

Policy on Minimum Qualifications for Instructional Staff:

<http://go.wisc.edu/qualifiedinstructor>

Range Definitions:

Range 1: Section numbers 001-299

Range 2: Section numbers 300-599

Range 3: Section numbers 600-999

Important Terms:

Role: Related to the instructional roles (Principal, Supervisory, Auxiliary)

Appointment: Related to HR appointments (i.e., Title), such as Faculty, Lecturer, or TA

Principal: Is one of the three instructional roles

Primary: Refers to a Range 1 course section, not a role

TA: Is an HR appointment, not an instructional role