**Policy Statement: Access for Supervisors in Courses Using Third-Party Platforms for Graded Assessments**

**Introduction**

This policy establishes a protocol for faculty utilizing third-party platforms (e.g., MindTap, MyLab, Connect) for graded assessments within courses. The goal is to streamline the resolution of potential grade-related issues by ensuring appropriate supervisory oversight.

**Policy**

1. **Faculty Requirements:** Instructors who incorporate third-party platforms for graded assessments in their courses must designate the department chair as a secondary instructor within the third-party system. This grants the department chair access to the relevant course content, including assessment materials and student grades.
2. **Department Chair Requirements:** Department chairs serving as secondary instructors in courses utilizing third-party platforms for graded assessments must designate their immediate supervisor (e.g., Dean, Associate Dean) as a secondary instructor within the third-party system. This ensures a chain of oversight for efficient issue resolution.

**Rationale**

This policy promotes transparency and facilitates the prompt resolution of grade-related concerns. By granting supervisors access to course materials and assessments, the policy enables them to:

* Gain a clear understanding of course content and grading procedures.
* Investigate student grievances regarding grades in a more informed manner.
* Provide guidance and support to faculty in addressing complex grading issues.

**Implementation**

The department, in collaboration with the Office of Academic Affairs, will develop procedures and training materials to guide faculty in implementing this policy. This will include resources on assigning secondary instructor roles within the third-party system.

**Review**

This policy will be reviewed periodically to ensure its effectiveness in facilitating efficient and transparent grade management.