

## **Job Description COURSE DIRECTOR Faculty of Dentistry**

In the Faculty of Dentistry, a Course Director (CD) is responsible for the administration of each course assigned to them by their Department Chair or Director. They are responsible for ensuring any instructor assigned to deliver content and evaluations specific to that content, do so in keeping with Academic Policy.

### **Policies**

The CD must be familiar with the most current

- Academic policies of the [University](#)
- Faculty of Dentistry [Academic Policies](#)

### **Syllabus and course content**

- CD are responsible to ensure
  - The course syllabus adheres to the Course Syllabus template provided by the Office of Academic Affairs.
  - 'Course description' in the syllabus corresponds to that of the Academic Calendar for any given academic year. If this has changed from prior years, CD must forward current description to the Office of Academic Affairs
  - Required textbooks are available to all students
  - The educational objectives are regularly updated to match the curriculum delivered
  - Evaluation systems are clear and fair and follow the Evaluation Policies of the Faculty, as outlined in the Academic Policy manual.
- Oversee a program to facilitate calibration of all instructors involved with formative and summative student evaluation
- Communicate with the Chair of the Department/Director to ensure course content matches the needs of the Department/School
- Present proposed changes to course weight or significant changes to course content to the Chair of the Curriculum Committee for approval

Irrespective of their level of involvement in the delivery of a course, the CD is responsible to ensure the course syllabus is accurate and current; and readily available to students and all instructors employed in the course delivery.

### **Schedule**

- Prepare a course schedule in collaboration with the Office of Academic Affairs, and ensure all instructors are available at scheduled times
- Immediately forward any changes to schedules, including lectures/seminars and evaluations valued at 10% to the Office of Academic Affairs
- Coordinate hiring of part-time instructors, including lecturers, with the Chair of the Department and the Department Administrative Assistant

### **Learning Management System**

- Ensure course content and resources are available to students in a timely fashion
- Ensure *marks* for all but final evaluations are available to students on Brightspace in a timely fashion
- CDs or Department/School Administrative Assistant must communicate with the Office of Academic Affairs when final *grades* are posted on Banner.

### **Section Coordinator**

For those instructors who are responsible for a 'section' of a course (i.e. more than 2 lectures on a specific topic within the course), their responsibilities include:

- Preparation and marking of exam questions related to that section.
- If the course content is assessed separately from the rest of the course or other sections in that course, they must submit the exam/assessment for approval by the course director no later than 1 week before the scheduled exam date.
  - They are also responsible for the distribution of the exam in paper format or uploaded to the Learning Management system or distribution of the exam.
- Submission of marks for the exam/assessment within 14 days of the exam or assessment due date.

### **Student Progress**

- Oversee all evaluations for the course, including supplemental examinations, and ensure they meet requirements of Academic Policy.
- Attend Progress and Promotion Committee meetings and report on progress of students in the course. If not available to attend in person, CDs are required to submit a summary of exceptional students and those in academic difficulty for discussion at the P&P meetings
- Immediately bring to the attention of the Associate Dean of Academic Affairs any issues of Professionalism, Academic Integrity or need for remediation for any student
  - In the case of an allegation of an Academic Offence, contact the Office of Academic Affairs for a copy of 'Form A'

### **Student Ratings of Instruction (SRI)**

- Communicate with the Office of Academic Affairs if their course and/or specific instructors are to be evaluated for a particular term
- Enter any additional course-specific questions in the SRI Question Personalization (QP) as per instructions received from Center for Learning & Teaching
- Provide a scheduled time during class (10 minutes) to allow students to complete the SRI for the course