Role and Responsibilities of Course Facilitator Policy

PURPOSE: The purpose of this policy is to define the role and responsibility of the course facilitator.

REVIEW: All policies in the Graduate Program Manual shall be reviewed by the Graduate Program Associate Dean/Department Chairs by December 1 of even numbered years in collaboration with the Graduate Program Council. Final approval of the Graduate Program Manual is by the Dean.

1.0 Policy
The course facilitator is the faculty member designated as responsible for serving as the lead faculty in a course. The course facilitator is responsible to coordinate all course-related activities among faculty teaching in the course and ensure the course is delivered consistently according to course description, course objectives, and the curriculum grid in collaboration with course faculty.

2.0 Procedure
The responsibilities of the course facilitator are to:

1. Plan and design the course in a fashion consistent with the course description, course objectives, and the curriculum map in collaboration with course faculty.
   a. Coordinate activities with any specified companion course.
   b. Collaborate with agencies for clinical spaces and activities with appropriate Associate Dean/Department Chair.
   c. Assure all necessary requests for course support are made in a timely fashion and are available. (For example: educational media, Clinical Simulation Center, library, bookstore).
   d. Collaborate with the appropriate Associate Dean/Department Chair when funding for resources are desired. (Examples: honorariums or travel and lodging for guest lecturers, charges for professional assessments).
   e. Collaborate with course faculty on test item development. When course faculty are responsible for didactic teaching, they contribute items to test specific content presented. Evaluation of tests for the purpose of revision or deletion of test items is a joint responsibility of the teaching faculty and the course facilitator.
   f. Organize the development of the syllabus and other course material within stated time lines, involving course faculty as necessary.

2. Maintain the integrity of the curriculum throughout the development and implementation of the course.
   a. With course faculty, maintain contact with the appropriate persons in any clinical site (or other site) used in the course to assure that persons in those sites understand the
3. Conduct evaluation post-delivery of course in collaboration with course faculty.
   a. Review course evaluations with course faculty and provide suggestions for course revisions for subsequent semesters.
   b. Provide information to the appropriate Associate Dean/Department Chair when acknowledgement (e.g., a formal letter of appreciation) of any special assistance provided to faculty and/or students during the course by individuals or groups outside the school is appropriate.
   c. Summarize student evaluations of clinical sites and utilize in course planning.
   d. Organize the course file within stated time lines, involving course faculty as necessary.

4. Assist in succession planning so that the course facilitator role can be rotated as necessary (based on faculty workload, expertise and availability) under the guidance of the appropriate Associate Dean/Department Chair.