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Graduate Program Manual
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Graduate Program Operating Policy and Procedure

SON OP  Responsibilities of Graduate Course Team 40.456
Leader Policy

PURPOSE: Responsibilities of Graduate Course Team Leader

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.

Procedure

1. The functions of the Graduate Course Team Leader are to:
   a. Schedule a meeting with faculty teaching the course at the end of each semester to facilitate
      end-of-semester discussion about the course.
   b. Schedule a meeting with faculty assigned to teach the course at the beginning of the semester
      to facilitate course planning.
   c. Ensure consistency in assignments and course delivery.
   d. Incorporate changes as agreed upon by faculty into the course across all sections and
      report such changes to the designated governing council.
   e. Coordinate textbook choices to ensure consistency.
   f. Review course evaluations with faculty and provide suggestions for course revisions for
      subsequent semesters.
   g. Complete one end-of-course report to encompass all sections.
   h. Mentor new faculty to teach the course.
   i. Coordinate “Course Review” reports for the designated governing council.

2. Course Team Leader assignments are made by the Program Director or Department Chair, and will
   typically be continued across multiple semesters and years as appropriate.

3. The Course Team Leader may or may not teach in the course every semester.

BJC/DO: Approved by MSN Committee 04.2014; Review: BJC 12.2014; MSN Council 12/2016; Graduate Program Council
11/26/2018; Graduate Program Council 11/30/2020; Graduate Program Council 10-10-2022