SON OP Responsibilities of Graduate Course Team Leader

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.