Course Coordinator Description
The School of Engineering and Technology

Approved by the E&T Faculty Senate
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Most departments in E&T need someone to coordinate courses, especially multi-section ones or co-taught ones. The description below outlines the responsibilities of Course Coordinators and how their work is valued in reappointment, tenure, and promotion decisions.

- Each multi-section or co-taught course, especially those staffed by part-time instructors, should have a Course Coordinator assigned to it.

- The Course Coordinator should be a full-time faculty member in a tenure-line, clinical, or lecturer appointment.

- Typical responsibilities of the Course Coordinator may include but are not limited to:
  - reviewing course content and teaching approaches periodically for currency and quality
  - orienting new instructors to the course
  - overseeing assessment, as needed
  - helping in the professional development of instructors of the course
  - providing the first point of contact for addressing disagreements between students and instructors of the course
  - participating in the selection of textbooks and other course materials
  - acting as liaison with the director of a program or chair of a department in issues relevant to the course
  - coordinating the evaluation of instructors

- Course Coordinators should list their activities in the Faculty Annual Summary Report. This work should also be evaluated in reappointment, tenure, and promotion decisions.

- Departments may not be able to provide course release time for Course Coordinators. However, the time commitments of this role should be considered when assigning service responsibilities to Course Coordinators.