

NEOMED ACADEMIC POLICY	Policy No: 3349-AC-425
ACADEMIC POLICY TITLE: COM - Course Director and Module Dyad Leader Qualifications and Responsibilities	EFFECTIVE DATE: 01/01/2019 REVISED: 03/16/2021
RESPONSIBLE DEPARTMENT: Medical Education, College of Medicine	Approval Authority: Dean, College of Medicine Responsible Office: Office of the Dean, College of Medicine

Appendix A

**Northeast Ohio Medical University
College of Medicine
Position Responsibilities
Course Directors**

Position Responsibilities:

- Course Leadership and Representation
 - Provide academic leadership for the course
 - Represent the course on all related academic committees
 - Participate as a member of the corresponding curriculum sub-committee

All course directors report to the Curriculum Committee and the associate dean(s) for medical education designated to oversee the segment of the curriculum to which the course is assigned. Data regarding performance of course director job duties will be shared on an annual basis with the faculty member's chair.

Curricular

- Course Design and Approval
 - Course Design
 - Use course learning objectives that link directly to the College of Medicine Educational Program Objectives and align with the College of Medicine Strategic Plan and curricular guiding principles
 - Design course instructional strategies and ensure all students achieve the same learning objectives
 - Ensure that teaching event (session) learning objectives link directly to the course learning objectives
 - Determine the standards for student achievement for each required learning experience and for the course overall.
 - Design student assessments that measure student learning of course objectives
 - Adhere to the College of Medicine Academic Policy regarding curriculum contact hours (NEOMED Academic Policy 3349-AC-409)
 - Prepare a course syllabus following the standard format
 - Review/approve course instructional materials

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- Make course delivery available, as appropriate, using videoconferencing or recording as a curriculum delivery method (NEOMED Academic Policy 3349-AC-403)
- Course Budget
 - Prepare and submit, by the established deadlines, a budget for course delivery indicating expenses to be allocated to the College of Medicine and those specific to student fees
 - Make any adjustments based on the approved budget
 - Monitor expenses throughout the conduct of the course to ensure adherence to the budget
- Course Approval
 - Prepare and submit required course approval and review documents in a timely manner (NEOMED Academic Policy 3349-AC-410)

Student Assessment

- Student Feedback and Assessment
 - Schedule time to meet with students on an as-needed basis regarding learning in the course
 - Ensure that students are provided with formative feedback, midcourse feedback, end-of-course feedback (NEOMED Academic Policy 3349-AC-407)
 - Follow the prescribed policy in the event of a grade dispute (NEOMED Academic Policy 3349-AC-405)
 - Provide narrative assessment, as indicated by the nature and structure of the course (NEOMED Academic Policy 3349-AC-411)
 - Ensure that end-of-course grades are submitted within four (4) weeks of the end of the course (NEOMED Academic Policy 3349-AC-402), or in accordance with policies established by the Registrar
 - Design and execute remediation plans for those students eligible for remediation

Administrative

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- Student Safety
 - Ensure that students are being trained in an environment that ensures their safety in all learning situations, to the best of the ability of the Course Director (NEOMED Academic Policy 3349-AC-408)
 - Ensure that students in all learning situations are supervised by a faculty member or otherwise qualified individual who is doing so within the scope of his/her practice (NEOMED Academic Policy 3349-AC-408)

- Course Evaluation
 - Participate in the collection and monitoring of student feedback regarding the course
 - Provide input to the Office of Academic Services regarding course evaluation questions specific to the course
 - Respond to student feedback
 - Share with students changes that have been made to the course in response to student feedback at the orientation to the course and in the syllabus
 - If the course involves small group teaching, ensure that comparability data are collected and reviewed annually, and that data are used to drive changes that lead to comparability
 - Participate fully in all aspects of the regular course review process conducted by the COM Curriculum Committee and its relevant subcommittees
 - Establish annual course improvement goals that directly address concerns raised during the regular course review process, concerns that arise from results of assessments of student learning, and concerns regarding accreditation

- Course Faculty
 - Ensure that all faculty who teach in the course do so in their area(s) of expertise
 - Provide orientation and/or faculty development for course faculty
 - Share relevant course evaluation feedback with faculty and address concerns related to this feedback
 - Ensure that all course faculty who contribute in a substantive way to a student's grade in the course have a NEOMED faculty appointment

- Curriculum Support
 - Assist in orienting the designated course coordinator to course requirements and expectations of the coordinator for that course; assist with or provide any course-specific training

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- Contribute annually to the course coordinator’s performance goal setting and performance review
- Self-preparation
 - Remain current in best practices in medical education and student assessment
 - Complete required bi-annual FERPA training
- Feedback to and assessment of Course Director performance
 - Feedback about the course is provided regularly via the course evaluation protocol administered by the Office of Academic Services.
 - Feedback is provided to the corresponding Department Chair for consideration as part of the standard faculty performance review in the administrative category.
 - Course Director performance is reviewed by the COM Curriculum Committee as part of its regular course review process.