



California Health Sciences University

CHSU COURSE DIRECTOR RESPONSIBILITIES

The Course Director has the authority and responsibility to make decisions regarding the course in keeping with the course policies and syllabus. All faculty involved in teaching a course should be in agreement regarding the course structure and policies. Furthermore, all course faculty members should have a sense of commitment to the entire course, not limited to the areas in which they teach. To build consensus and commitment, the Course Director should do the following:

1. Prior to the course, meet with the course faculty to reach consensus on the course structure including: teaching and exam schedule, use of active learning components, number of exams, exam construction (format of questions, plan for the cumulative component of all exams, deadline for submission of exam questions and answers), content of course pack (if applicable), deadline/timelines for any other materials or activities required of course faculty, point distribution for exams and other activities, and changes to any policies or procedures on the syllabus (if applicable).
2. In the event consensus cannot be reached regarding the above elements of the course, the final decision should be based upon the majority opinion of the course faculty.
3. Review exam questions for consistency with determined format, grammatical errors and appropriate length. Contact individual faculty regarding any edits to their questions other than grammatical and reach agreement.
4. Following each examination, provide a copy of the grade roster from the exam to those course faculty members who desire a copy. Furthermore, make the complete grade book available to all course faculty members at their request.
5. Provide the item analysis of the entire exam to all faculty members who wrote questions for the exam. If the item analysis indicates a question should be dropped from an exam, the Course Director should contact the faculty member who wrote the question and reach agreement.
6. Contact individual course faculty and take other necessary steps regarding any issues raised by student focus group or other enrollees in the course that pertain directly to that faculty member to achieve joint resolution.
7. Calculate final grades in the course according to the grading scale on the syllabus. Provide these grades to the course faculty who desire a copy. Enter the grades on the official grade roster and submit to the registrar.



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8. At the conclusion of the course, meet with the course faculty to discuss successes and changes for future offerings of the course.
9. Maintain the course syllabus and ensure the syllabus used reflects what was approved by the curriculum committee. The Course Director should adhere to the following policies and/or procedures established by each College's Professional Education Committee.
10. Provide the examination dates to the appropriate designee of the dean within each College prior to the start of the semester.
11. Provide a copy (paper or electronic) of the final course schedule (including teaching and exam dates) and syllabus to the course faculty, each College's Professional Education Committee Chair, each College's Department Chairs, and appropriate designee of the dean within each College prior to the first day of class.
12. Arrange for course shells in the Learning Management System (LMS) in coordination with the university information technology department.
13. Remind course faculty they are responsible for following copyright law including proper referencing of sources, posting copyright notices and obtaining copyright permissions as needed.
14. Get approval from Course Director's Department Chair to pay honoraria for outside lecturers.
15. Provide a copy of the final course schedule and syllabus to the students before the first day of class.
16. Monitor the final course schedule for adherence by course faculty. In the event faculty do not need all allotted time, seek, if possible, utilization of the time for other course activities aimed at enhancing learning in lieu of canceling class.
17. Ensure there are cumulative components to all examinations within and at the end of the course.
18. Return results of examinations to the students in a timely manner.
19. Administer examinations (or arrange for the administration of examinations by other course faculty or staff) including makeup examinations (if applicable).
20. Maintain ultimate responsibility for the grade book, the student's final grade, or changing a student's grade.



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21. Meet deadline for submission of the student's final grade to the University Registrar's Office.
22. Respond to formal grade appeals and student conduct violations in a timely manner according to the appropriate policy.

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 - Effective Date: 11/01/2017
 - Approval by President Date: 2/08/2018
 - Approval by Provost Date: 2/08/2018