Statement of Role and Responsibilities for Unit Coordinators

Division of Students and Education
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STATEMENT OF ROLE AND RESPONSIBILITIES FOR UNIT COORDINATORS

THE ROLE:
The Unit Coordinator plays a vital role in the design, delivery, performance monitoring and improvement of units of study.

The role of the Unit Coordinator is to take responsibility for leading, managing and coordinating unit outcomes, teaching and assessment for a unit of study.

The Unit Coordinator has responsibility for facilitating the best learning experience for students, a rewarding experience for the teaching team and compliance with relevant policies and procedures to ensure a satisfying and equitable experience for all. The Unit Coordinator may teach the unit alone, teach with a team or may not be involved in the teaching of the unit.

The Unit Coordinator is responsible for disciplinary practice and maintaining unit quality. The primary focus is to ensure quality and consistency of the unit in terms of content, delivery, assessments and evaluation. Additionally, the Unit Coordinator is responsible for academic and administrative tasks that contribute towards the continuous improvement of the unit.

As the person in charge of a unit, the Unit Coordinator is also responsible for collaboratively building networks with key stakeholders, setting the example in disciplinary practice, adopting scholarly teaching practices, developing and continually refining units, maintaining unit quality and disciplinary integrity and looking after the interests of their students.

Unit Coordinators who are regarded as leaders of learning, proactively and professionally deliver and model scholarly teaching approaches to students and staff that reflect contemporary disciplinary content and practice. They are also successful in inspiring and motivating students, and providing them with an excellent and high impact learning experience.

RESPONSIBILITIES:
The Unit Coordinator is responsible for managing and coordinating a unit of study and the students who enrol in the unit, and, depending on the size and nature of the unit, guest and sessional staff.

Actively participate in the Faculty/Institute or school’s learning and teaching agenda to achieve high quality learning experiences for students by:

- Designing learning experiences for students which stimulate curiosity, engagement and independence in learning.
- Ensuring appropriate unit design and delivery, including assessment and graduate attributes.
- Ensuring currency of unit content.
- Fostering partnerships and relationships with key stakeholders and communities to strengthen and support the ongoing development of the unit.
- Implementing pre-assessment and post-assessment moderation processes.
- Collaborating with the Associate Dean (Learning and Teaching), Course Coordinator/s.
- Working with colleagues to develop a collaborative and collegial approach to all aspects of unit design, delivery and ongoing improvement.
- Set the marking criteria and determine marks weighting between all assessment items.
- Ensuring that markers are well informed and the consistency of marks across markers.
- Reviewing and ensuring the assessment process and learning outcomes are aligned.
- Ensuring that assignment and examination questions are clear and unambiguous.
- Ensuring learning experiences are inclusive for students with diverse backgrounds or a disability.
- Participating in and contributing to program activities that support student learning.
- Contributing to the continuous improvement of the unit.
- Inspiring and motivating students through high level communication, presentation and interpersonal skills.

Responsibilities in relation to unit management:
- Work with the Course Coordinator and teaching staff to develop the unit learning outcomes.
- Work with the Course Coordinator and teaching staff to ensure that unit learning outcomes are aligned with course learning outcomes.
- Collate students’ final results and prepare and finalise results for assessors meetings.
- Actively participate in assessors’ meetings.
- Actively participate in course team meetings.
- Organise and conduct unit team meetings.
- Promote and engage students with the University’s eVALUate process.
- Provide unit-related data such as eVALUate results and student progress rates to the Course Coordinator.
- Prepare the unit outline.
- Oversee the development of unit materials, including copyright considerations.
- Establish, maintain and supervise the unit MyLO site.
- Order textbooks through the University Bookshop.
- Submit appropriate reading lists to the Library six weeks prior to the beginning of semester.
- Submit learning materials for conversion into accessible forms for students with disabilities.
- Ensure compliance of the delivery of the unit with the approved documentation.
- Develop, maintain and critically reflect upon the unit portfolio.
- Develop unit improvement plans based on student feedback and other data.
- Ensure details such as the Unit Coordinator and the Unit Code are correct and up-to-date in the Course and Unit Handbook.

Responsibilities in relation to teaching staff:
- Meet with teaching staff to discuss the delivery and requirements of the unit prior to the commencement of semester.
- Provide induction to new staff.
- Provide mentoring to teaching staff and monitor their needs and training as required.
- Distribute class lists to teaching staff.
- Ensure that all required resources and equipment are available.
- Meet with teaching staff regularly to monitor the progress of the unit.
- Ensure that all staff have the skills and access to resources required to undertake the teaching and assessment tasks.
- Mentor, coach and assist staff, including sessional staff, as needed.
- In consultation with the Head of School, Arrange for cover for teaching of the unit in cases of staff absence.
- Maintain communication with off-campus or transnational staff to provide support and to ensure the consistency of the unit delivery.

Responsibilities in relation to students:
- Provide advice to students on unit-related matters including withdrawal, administrative issues and clarification of matters in relation to the unit outline.
• Ensure that learning experiences are inclusive for students with diverse backgrounds or with a disability.
• Monitor MYLO to ensure that content remains current and relevant.
• Ensure that assessment is fair, valid, consistent, reliable, and maintains academic standards.
• Ensure that students receive timely, relevant and constructive feedback on their learning.
• Monitor student participation and progress, including following up with disengaged students who have not been submitting work or attending lectures.
• Regularly communicate and liaise with students to ensure quality delivery.
• Accept responsibility for the safe custody of students’ scripts on and off campus.
• Liaise with the Course Coordinator in the event of any serious student concerns.
• Identify plagiarism and other kinds of academic misconduct and work with the Head of School to manage this in accordance with Ordinance 9: Student Discipline.
• Maintain scrutiny of online discussion groups.
• In conjunction with the University Disability Adviser, providing reasonable accommodations for students with disabilities.

Contribute to the academic leadership of the course by:

• Actively participating in the team meetings of courses where the unit is a required part of the structure for the purposes of curriculum enhancement and team cohesion.
• Participating in student orientation sessions and the delivery of other course related activities.
• Soliciting feedback from unit stakeholders (including peers and co-teachers) in relation to unit coordination process / outcomes and unit design.
• Contributing to the preparation and publishing of the course and unit handbook.
• Participating in course related quality assurance processes such as reviews, analysis of eVALUate results, Student Experience Survey (SES), Graduate Outcomes Survey (GOS), equity ratios, attrition and grade distribution.
• Providing relevant unit-related data to inform annual course reports.
• Contributing to the identification and employment of sessional staff and/or secondees through consultation with the Course Coordinator and the Dean/ Director or Head of School.
• Providing input into timetabling/scheduling and room allocation.
• Preparing marking guides and marks weighting for assessment tasks.
• Ensuring that deadlines are adhered to and that assignments are marked and returned in a timely manner.
• Contribute to the preparation of unit materials for accreditation purposes where applicable.