Statement of Role and Responsibilities for Course Coordinators

Division of Students and Education
April 2016
STATEMENT OF ROLE AND RESPONSIBILITIES FOR COURSE COORDINATORS

THE ROLE:
The Course Coordinator plays a vital role in the design, delivery, performance monitoring and review of course offerings.

The role of the Course Coordinator is to take responsibility for a particular course and to support the planning, development and delivery of that course.

In particular, the role promotes the excellence and currency of the course, ensures that the course aligns with University and Faculty or Institute plan and, where necessary, integrates with other courses and units, efficiently manages resources associated with the course delivery and undertakes all requisite monitoring, evaluation and reporting associated with the course.

In conjunction with the Head of School, the Course Coordinator leads in the development and implementation of effective learning and teaching strategies and practices, mentors staff, promotes the currency and relevance of the course, liaises with industry, business and professional groups and identifies opportunities for collaboration.

In addition, the position manages the evaluation of course quality and improvement, ensures compliance with University policies and strategies, and ensures that relevant accreditations are obtained and maintained.

In conjunction with the Head of School, the Course Coordinator contributes to the strategic direction for the Faculty or Institute through the operational plan, aligning the School’s operational plan and participating in broader University/Faculty policy and strategy development and implementation.

As a leadership role, the position contributes to Faculty planning and broader strategic matters. Course Coordinators also function as strong advocates and representatives for the Faculty/Institute and University, both on internal and external committees and in community, higher education and professional forums.

RESPONSIBILITIES:
The Course Coordinator is responsible for the academic leadership, quality enhancement, integrity and management of the course.

Actively participate in the Faculty/Institute and school’s learning and teaching and agenda by:

- Achieving strategic outcomes including graduate attributes, graduate employment, student satisfaction, online delivery, equity participation and internationalisation.
- Promoting the Faculty/Institute and school’s medium term priorities, annual objectives and ongoing approach to student-centred learning and the scholarship of learning and teaching / research.
- In collaboration with the Dean/Director or Head of School, contribute to cross-program unit rationalisation and enhancement.
- Overseeing the pre-assessment and post-assessment moderation processes undertaken across the program.
- Collaborating with the Associate Dean (Learning and Teaching) and other key staff.
- Effectively participating as a member of the Faculty, School or Institute’s Learning and Teaching Committee and its Communities of Practice, if required and where practicable.
- Promoting collegial and team-based approaches to academic work.
- Being available to meet with course/unit staff.
- Working with colleagues to develop a collaborative and collegial approach to course design and delivery.
Responsibilities in relation to course management:

- Develop appropriate course learning outcomes.
- Work with Unit Coordinators and teaching staff to ensure that unit learning outcomes are aligned with course learning outcomes.
- In consultation with the Head of School, ensure the relevance and currency of the course.
- Solicit feedback from course stakeholders in relation to course coordination process/outcomes and course design.
- Maintain details of relevant stakeholders, including employers, industry contacts, professional associations, accreditation bodies, graduates, alumni and others in the wider community.
- Foster partnerships and relationships with key stakeholders and communities (within the state, nationally and internationally) to strengthen and support the ongoing development of the course.
- Manage partnerships (where the role includes input to Faculty strategies).
- Contribute to student recruitment through marketing strategies and activities.
- In consultation with the Head of School, ensure sustainability of the course strategically, financially and with regard to ongoing high quality learning outcomes.
- Develop, update and oversee course design including the development and alignment of learning outcomes, activities and assessment.
- Maintain and disseminate accurate course related information.
- Monitor and benchmark key quality indicators such as eVALUate results, Student Experience Survey (SES), Graduate Outcomes Survey (GOS), equity ratios, attrition/retention and success of the academic leadership of the course.
- Work with the Faculty/ Institute Manager, Academic Administration on matters relating to entry requirements, retention, progression and graduation.
- Understand and monitor the course budget, including the provision of advice to Dean/ Director or Head of School.
- Attend and participate in Course Coordinator meetings.
- Prepare annual course reports as required by Academic Senate.
- Develop and maintain a course portfolio to complement the Annual Course Report.
- Provide input into timetabling/scheduling and room allocation.
- Ensure that assessment processes are valid, reliable, fair, objective, consistent and conducted in a timely manner as part of the moderation processes.
- Provide oversight of exam scripts.
- Assist at assessors’ meetings.
- If required and where practicable, consider academic records for potential graduands.

Responsibilities in relation to teaching staff:

- If required and where practicable, coordinate, or contribute to the coordination of the course delivery team.
- Regularly communicate and liaise with staff to ensure consistent delivery.
- Ensure that appropriate data is supplied to assessors and lead course specific discussions.
- If required and where practicable, coordinate, or contribute to the coordination of assessment throughout the course.
- Lead or contribute to, course-related quality assurance processes such as peer review of teaching and assessment.
- Organise and lead course team meetings.
- If required and where practicable, liaise with teaching staff to ensure that all course requirements are met.

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1 A Course Portfolio is a way of recording additional information about a course that is not already contained in the Annual Course Report. Through the collection of unit outlines, student statistics and achievements, and, more importantly, through reflections on course changes, the development of a Course Portfolio enables faculties to improve their courses through reflective and iterative processes.
• In consultation with other responsible stakeholders (such as FLTC, Heads of Schools and Major/Unit Coordinators) ensure that teaching and assessment practices are consistent with the University Of Tasmania Code Of Conduct for Teaching and Learning.
• In consultation with the Head of School, assist in ensuring compliance with standards in learning and teaching.
• In consultation with other responsible stakeholders (such as FLTC, Heads of Schools and Major/Unit Coordinators) demonstrate a vision for the course and enabling staff to appreciate and engage with it.
• Providing leadership in relation to course structure and its ongoing development.
• Assist staff where practicable to generate and deliver on initiatives that encourage and foster innovation.

Responsibilities in relation to students:
• Make considered judgements relating to complex student matters including transition arrangements, entry, credit, cross-institutional enrolment and recognition of prior learning.
• Where required and practicable, monitor applications, offers and enrolments including numbers and related statistics.
• Assess non-standard applications.
• In consultation with all responsible stakeholders (i.e. all teaching staff), refer students to internal and/or external services as required.
• Lead course-based and cross-course student orientation.
• Ensure required resources are available for all students undertaking a course, including those with disabilities.