

Overall Responsibilities

- Plan, implement and evaluate the assigned course
- Function under the supervision of the relevant Assistant Dean (core courses) or Department Chair/Graduate Advisor (advanced courses/electives)
- Work closely and cooperatively with SBS staff, Teaching Assistants (TAs) and all other faculty who teach in the course
- Meet with TAs and other faculty who teach in the course prior to the start of the course in order to discuss and agree on responsibilities and activities
- Ensure that TAs know the students they are responsible for interacting with, and that the students know which TA to contact with questions or concerns
- Make necessary and timely changes to the course
- Attend Student Performance Committee meetings when requested
- Ensure that faculty, TA, and student problems are quickly and fairly resolved and that these are brought to the attention of the relevant assistant dean (core courses) or Department Chair/Graduate Advisor (advanced courses/electives)
- Maintain records in accordance with the Policies of the University of North Texas Health Science Center: 04.310 Records and Information Management Program Policy; 04.311 Records Retention Policy; 04.312 Records Disposition

Specific Responsibilities of the Course Director

- Course Planning and Management
 - Anticipate any additional resources needed to teach the course beyond those available from the participating academic departments or Office of the Dean
 - Work closely with the participating faculty and TAs to develop educational goals and objectives for the course and for each of its component lessons
 - Secure permission to utilize recorded materials
 - Develop the final sequence of topic assignments and the class schedule for the course, in cooperation with participating course faculty, TAs and relevant Assistant Dean (core courses) or Department Chair/Graduate Advisor (advanced courses/electives)
 - Consult with the relevant Assistant Dean (core courses) or Department Chair/Graduate Advisor (advanced courses/electives) to assign faculty to specific lectures
 - Map course goals and learning outcomes to Program Competencies
 - After course is concluded for the semester, complete evaluations of TAs
 - After course is concluded for the semester, meet with all TAs and faculty who teach in the course to review student course evaluations and determine necessary improvements
- Curriculum and Teaching
 - Develop and post a complete syllabus for the course according to UNTHSC and SBS policy
 - Ensure that faculty teaching in the course submit exam questions in a timely manner
 - Evaluate exam questions for accuracy and format
 - Ensure prompt and accurate grading of all examinations
 - Provide examination feedback to students in accordance with any relevant policies/procedures
 - Map exam questions to course goals and learning outcomes
 - Ensure that TAs and faculty adhere to relevant SBS and HSC policies and procedures