

Policy of YU Course Coordinator

Policy Owner	University Council
Policy Author	University Council
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History	The Policy reviewed and updated based on the decision of the UC to update all the policies issued prior to 2019.

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Purpose:

In an effort to ensure uniformity both in the delivery of the content for any given course, as well as the learning outcomes, the University, through the appropriate academic dean/director, appoints an individual faculty member for each course offered by Al Yamamah University to serve as the "Course Coordinator" for that specific course. The appointments are made on an annual basis by the respective dean and approved by the Vice President of the Academic Affairs (VP), and may be renewed. The Course Coordinators report to the respective Department Chair.

Roles and Responsibilities of the Course Coordinator:

1. Ensure that the Department Chair is aware of the anticipated need of the number of multiple sections of the same course, and the available qualified faculty.
2. Ensure that all faculty teaching a section(s) of a given course are following the official course specification both in the unified course syllabus and delivery of the content (and notify the Chair when individual faculty are deviating from the approved syllabus based upon the course specifications).
3. Meet with all faculty members (full-time and part-time), who are teaching a section of a given course: prior to the start of the semester (to discuss common expectations of material to be covered, types of examinations, attendance issues, project expectations, library resource needs, text book availability, equipment needed for the course, etc.); prior to the preparations of the final exams (to discuss common questions across sections, common grading, joint final exam times, invigilation, etc.); and after the completion of the semester/term (to discuss the strengths/weaknesses of the course, the text and other reading materials, the examinations, grade distributions, timely return of graded materials to the students, and any joint recommendations for changes to be made to the Chair/Dean).

4. Meet with the Chair to provide feedback regarding (all sections of the course) prior to the Chair preparing the Annual Program Report.
5. Collect, review and cross-check the course reports against the course specifications. If there is a match, then the Course Coordinator should sign, and send to the Chair. In the event there is missing information or if the instructor did not follow the course specification, then the course report is to be sent back to the instructor for correction.
6. Make recommendations to the Chair/Dean regarding faculty who could teach the course during the following semester/term.
7. Ensure, in the case where only one person teaches all of the sections of a given course (and is the Course Coordinator by default), that any changes or recommendations are made directly to the Chair, prior to making changes in the course specifications or expectations.
8. Other administrative tasks for a given course that might be assigned by the Chair/Dean to the Course Coordinator.

Exceptions

The University Council reserves the right to decide on any situation/circumstance outside of the conditions stated in this policy.

Authorization

This policy was authorized by:



University President

Date: 15-10-2023