

Policy: Responsibilities of Course and Unit Directors

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| INITIAL EFFECTIVE DATE: | LAST REVISION DATE: | RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE |
| May 23, 2025 | | <ul style="list-style-type: none"> • Curriculum Committee <ul style="list-style-type: none"> ○ Foundational Education Subcommittee |

POLICY STATEMENT

All courses have a Course Director, and all units have a Unit Director. Course and Unit Directors are responsible for the ongoing oversight of their respective components and work collaboratively with the Foundational Education Subcommittee to support the development and coordinated delivery of the curriculum.

SCOPE

This policy applies to all Academic Year 1 and 2 courses.

REASON FOR POLICY

Support curricular management

DEFINITIONS

| TERM | DEFINITIONS |
|------|-------------|
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RESPONSIBLE PARTIES

Course Directors (for courses) or Unit Directors (for units)
 Course Coordinators
 Assistant Director of Assessment and Evaluation
 Associate Director for Academic Support Services
 Assistant Dean for Foundational Education

RELATED RESOURCES

CONTACTS

Questions about this procedure should be directed towards the Assistant Dean for Foundational Education and Associate Director, Academic Support Services, Office of Medical Education.

POLICY HISTORY

Initial Effective Date: May 23, 2025
Review Dates (*review performed, no updates*):
Revision Dates (*updates made to document*):
Comments on Revision (*if applicable*):

Procedure: Responsibilities of Course and Unit Directors

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PROCEDURE STATEMENT

- A. Directors are assigned by the Assistant Dean Foundational Education, in collaboration with Strand Leaders.
- Each longitudinal course (without units) has a single course director (CD) and may have a co-director (co-CD).
 - Each block course (with units) is assigned a single CD. Each unit has a single unit director (UD) and may have a content expert.
- B. The CD for longitudinal courses, and the UD for units, are responsible for:
- Developing the course/unit level learning objectives, event calendar, course procedures, assessment criteria and expectations for passing.

- Determining learning methods and timing of sessions.
- Selecting teaching faculty and providing guidance.
- Monitoring the day-to-day operations of the course (see D below)
- Developing exams in collaboration with course faculty and submitting exams for review.
- Submitting all reports required by the Foundational Education subcommittee (FEC) or other subcommittees of the Curriculum Committee.
- Ensuring the course complies with all policies and standards.
- Participating in course/unit review and additional meetings.
- Collaborating with the Office of Medical Education to ensure coordination of schedules.
- Meeting with the Assistant Director of Assessment and Evaluation to discuss assessment and recommendations.
- Responding to recommendations from the Curriculum Committee and its various subcommittees.

C. For all courses, CDs are responsible for the syllabus submission review process, course director reflection, and submitting final grades.

- The UD submits to the CD the unit component of the syllabus, and reflection at the end of the course. Both leaders work collaboratively to ensure that the unit is in accordance with the expectations and objectives of the course and is following OME policies.

D. Course/Unit Ongoing Management.

- To monitor day-day operations in the course: For courses without units, the CD attends all sessions; for courses with units, the UD attends all sessions. During this time, the UD/CDs:
 - Ensure that all participating faculty start and finish on time and that the appropriate break is given to the students.
 - Monitor professional behavior. The UD/CD should meet with students exhibiting disruptive behavior (e.g., excessive chatting, tardiness, leaving class early), and inform the Assistant Dean for Foundational Education of any breach in professionalism.
 - The UD/CD may file a professionalism incident report for students with repeated behavior.

Note: If the CD/UD is unable to attend lectures, they are responsible for assigning another faculty to fulfill their duties and ensure appropriate coverage.

- CD and UD should identify, based on students or faculty feedback, and/or early assessments, students in academic difficulties and meet with them to offer guidance and resources.
- The CD or UD is responsible for keeping students up to date with changes/updates. Although announcements may be made in class, all changes/updates must be communicated via CanvasMed announcements.
- The CD or UD is responsible for providing a plan for unanticipated emergencies.

- If lectures must be cancelled, the first option is to find an alternative faculty. If not possible, the recording from a session held during the previous year is released.
- In the event of unplanned school closures (e.g., a hurricane), the CD/UD works with the Office of Medical Education to develop an action plan. The CD/UD is responsible for communicating the action plan promptly to students.