Roles and Responsibilities: course directors

A course director has oversight on all aspects of their course. Specifically, a course director is responsible for:

• Coordinating the development of the syllabus (see example) which should include at a minimum
  o Lecture schedule with topics and instructors
  o Exam and quiz schedule including an overview of their structure
  o Learning objectives for the course as a whole
  o Meeting times and room information
  o Contact information for the course director
  o Expectations for student performance including all deliverables and the grading system
  o Textbook information
  o Description of additional study materials (e.g. articles, problem sets, study guides)
  o Suggestions for how to excel in the course
  o Explicit notice on VCU Code of Conduct and Academic Integrity policy
  o VCU absentee policy
  o Prerequisite course work

• Managing enrollment of students in their course
• Communicating with all enrolled students regarding changes to the lecture, activity, exam, quiz or assignment schedules
• Serving as a point of contact for enrolled students especially regarding student concerns
• Developing and maintaining a Blackboard or Canvas version of the course (as deemed necessary by the director and instructors)
• Promoting student usage of and following all recommendations by the Division for Academic Success
• Making students aware of VCU Counseling Services (as deemed necessary by the director and instructors)
• Contacting a student’s program director, the Associated Dean for Graduate Education, or filing a report with the Dean of Students Office regarding any student exhibiting behavior that is troubling (e.g. unexplained change in attendance or performance, expression of significant signs of distress, etc.)
• Following all VCU Code of Conduct and Academic Integrity guidelines. Highlights include:
  o Reporting of all suspected violations of conduct and honor policies to the Office of Student Conduct and Academic Integrity
  o Taking no other initial actions except in situations involving student/instructor safety
  o Treating students involved in reports like all other students while the cases are being processed by the Office of Student Conduct
  o Taking any additional actions only as directed by the Office of Student Conduct

• Coordinating with all instructors
• Ensuring that all instructors are teaching in an area of expertise
• Coordinating review of prospective questions for each exam and the review of all draft exams
• Coordinating the assignment of final course grades
• Promoting continuous improvement of the course by
  o Managing an end of semester student survey (see example) to gather student feedback on the course as a whole, the course director, and all instructors
  o Reviewing student feedback and other information (e.g. final grades) with instructors prior to the next offering of the course
  o Coordinating changes to the course to keep the course content relevant and contemporary

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