

SCHEDULE E: COURSE COORDINATOR RESPONSIBILITIES

Overview

This schedule supports the [Coursework Academic Programs Policy](#) which requires that all Courses will have a Course Coordinator. The responsibilities of the Course Coordinator are determined by the Deputy Vice-Chancellor and Vice-President (Academic) and may be amended at any time.

Definitions

The definitions in this schedule are as contained in the [Coursework Academic Programs Policy](#) and the University's [Glossary of Terms](#).

1. Appointment of Course Coordinators

Course Coordinators are appointed by a Head of School from permanent, fixed term or casual academic staff, in accordance with the [University of Adelaide Enterprise Agreement](#). Where more than one School is involved in the teaching and assessment of a Course, the appointment of the Course Coordinator must be made by agreement between the relevant Heads of Schools.

2. Responsibilities of Course Coordinators

Course Coordinators are responsible for planning and coordinating the teaching and assessment arrangements of a Course, and for upholding its academic quality and integrity in consultation with the Executive Dean and/or Head of School, who has the final responsibility.

Specific responsibilities include the following:

- a) Liaising with Program Directors of Programs to which Courses contribute to ensure the Program is academically coherent and that the constructively aligned assessment confirms the attainment of individual Course Learning Outcomes and therefore the Program Learning Outcomes as required by Procedure 2 of the [Coursework Academic Programs Policy](#).
- b) Developing, updating and/or overseeing Course design/curriculum in accordance with faculty procedures which:
 - i. match the current scholarly requirements of the discipline;
 - ii. has Course Learning Outcomes mapped against the Program Learning Outcomes of the Programs to which the course contributes;
 - iii. are compliant with the Course Design, Development, Delivery and Review requirements specified in the [Coursework Academic Programs Policy](#);
 - iv. take account of and respond to feedback from SELTs, recent course reviews and other quality indicators; and
 - v. are approved in accordance with relevant faculty processes.
- c) Contributing to timetabling processes in accordance with the [Timetabling Procedures](#) including consideration of the student experience as per the [Timetabling Policy](#).
- d) Ensuring students and the teaching team and professional staff that support the delivery of the Course have access to teaching materials in a timely manner.
- e) Ensuring the Course is available in the Learning Management System (LMS) at least one (1) week before the start of the teaching period with the minimum content in accordance with, and as required by Schedule B.
- f) Building, maintaining and using a Course site in the LMS in accord with Schedule B including communicating with students and encouraging and monitoring communications among students in accordance with Schedule B.

- g) Ensuring all course information, including the Course Outline, is accurately communicated to students and in a timely manner.
- h) Teaching the Course content and coordinating the teaching team including by:
 - i. coordinating professional staff, academic staff, titleholders and guest lecturers involved in delivery of the Course)
 - ii. inducting, mentoring and meeting regularly with casual teaching staff,
 - iii. liaising with staff who teach the same Course at different times.
- i) Developing and implementing Course assessment, coordinating other staff involved in course assessment, preparing marking guides (if required) and applying the principles and procedures of the [Assessment for Coursework Programs Policy](#) to all assessment-related activities. This policy contains a detailed list of responsibilities for Course Coordinators, related to:
 - i. setting assessment tasks and weightings;
 - ii. informing students about the standards associated with evidence-based academic writing and scholarly conventions and the requirements of the [Academic Integrity Policy](#);
 - iii. examinations and examination procedures;
 - iv. assignment extensions and adjustments, (including applying the [Modified Arrangements for Coursework Assessment \(MACA\) Policy](#);
 - v. marking assessments (including applying the [Academic Integrity Policy](#) approved [Mark and Grade Schemes](#) and taking steps to detect academic dishonesty);
 - vi. recommending final results to the relevant Assessment Review Committee; providing any information requested by that committee; and as required, serving as a member of that Committee;
 - vii. giving feedback to students, (including timelines for return of assessment tasks).
- j) Where appropriate, applying the [Reasonable Adjustments to Learning, Teaching and Assessment for Students Requiring Disability Support Policy](#).
- k) Providing guidance to the Course's current and potential students, coordinating and providing student consultation times throughout the Teaching Period, responding to all student enquiries in a timely manner.
- l) Where appropriate, and in consultation with the Program Director, provide approval of enrolment waivers to course restrictions (such as Pre-requisite waivers).
- m) Monitoring student engagement in the Course, including providing information to contracted parties in accordance with any service delivery agreement in place at the time.
- n) Acting under the [Academic Integrity Policy](#) when academic dishonesty is suspected.
- o) Providing feedback to students as specified in the [Student Experience of Learning and Teaching Policy](#).
- p) Where required, contributing to relevant formal University reviews including Program and unit reviews and updating of the Course, and the Programs to which it contributes.
- q) When changes or discontinuation of a Course are planned, ensuring that the changes or discontinuation are compliant with the [Coursework Academic Programs Policy](#).
- r) Ensuring that recordings of teaching activities conform to the requirements of the [Copyright Compliance Policy](#) and Schedule C of the [Coursework Academic Programs Policy](#).
- s) Other course-related activities as specified by the Executive Dean, Head of School or Program Director as appropriate.