

Course Leader

Responsible Unit: Academics, Vice President's Office

Date Approved: December 2005

Date Revised: October 2015

A course leader provides guidance and oversight for a course, a series of courses, or a course modality (online vs. face-to-face). The exact nature of the position is determined by the Area/Program Coordinator in consultation with area faculty members and the division assistant dean.

Duties may include:

- Syllabus preparation and review.
- Development of assignments.
- Textbook selection and ordering.
- Faculty training.
- Course oversight.
- Course content review.