

**Subject to Approval by Executive Dean's Advisory Group**

**Faculty of Science and Engineering**

**BSc Major and Extended Major Coordinators**

**Role Statement**

A BSc Major or Extended Major Coordinator ...

- reports to the Head of the School responsible for the (extended) major
- may be a member of the BSc Course Management Committee
- liaises with the Director of Studies: First Year Science to ensure consistent communication about services for first year students is provided
- is required to maintain an up-to-date and detailed knowledge of the (extended) major
- is required to maintain an up-to-date knowledge of the services provided throughout the University to assist students
- ensures that relevant information and academic counselling in respect of their entire study program is provided for all continuing students in the (extended) major prior to re-enrolment
- ensures that academic counselling in respect of their entire study program is available for students in the (extended) major upon their request in an appropriate time-frame through the year
- reviews annually the overall performance of students in the (extended) major
- reviews annually, in respect of the (extended) major, the Topic Reviews for all core and selective topics in the (extended) major
- initiates changes to curriculum within the (extended) major
- facilitates the resolution of any problems with the (extended) major
- fulfils mandatory course monitoring duties in respect of the (extended) major
- fosters a sense of professional cohort among students in the (extended) major
- submits to the BSc Course Management Committee an Annual Report for the (extended) major
- contributes to the marketing of the BSc

## **Process and Term of Appointment**

- A BSc Major or Extended Major Coordinator is appointed by the Head of the School responsible for the (extended) major
- A BSc Major or Extended Major Coordinator is appointed for a three-year term which is renewable