

Faculty of Science and Engineering
Niche Degree Course Coordinator
Role Statement

The Course Coordinator

- reports to the Head of School responsible for the Course
- may be a member of the Faculty Teaching and Learning Committee
- is required to maintain an up-to-date and detailed knowledge of the Course
- 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 students in the Course prior to re-enrolment
- ensures that academic counselling in respect to their entire study program is available for students in the Course upon their request in an appropriate time-frame through the year
- chairs the Course Management Committee
- coordinates external input into the design and operation of the Course
- ensures an annual review of the Course is undertaken in accordance with University Policy
- ensures information from topic reviews completed for topics within the Course is considered and used to inform the annual review process
- initiates changes to curriculum within the Course
- liaises with the Faculty Office in administrative matters regarding the Course
- facilitates the resolution of any problems with the Course
- contributes to the marketing of the Course

Course Coordination is supported by the academic staff who contribute to teaching within the Course.

Process and Term of Appointment

- A Course Coordinator is appointed by the Head of the School responsible for the Course.
- A Course Coordinator is appointed for a term of 3 years. The appointment may be renewed.