

Course Coordinator Policy

Section 1 - Rationale and Scope

(1) This policy defines the scope of the role of Course Coordinator at the University of New England and establishes a framework for appointment of a Course Coordinator, including selection criteria and terms of appointment. The policy should be read in conjunction with Course Coordinator Role and Responsibility Procedures.

Section 2 - Policy

PRINCIPLES

(2) The Course Coordinator is vital to the academic function of the University of New England. The Course Coordinator provides leadership and works with the Heads of Schools/Pro Vice-Chancellor and Deans, as appropriate, and the course team and provides leadership.

(3) Each Course or discipline group of courses is required to have an appointed Course Coordinator.

(4) The appointment of staff to the role of Course Coordinator is transparent and aligned with UNE's Enterprise Agreement and UNE's Employment Equity and Diversity objectives.

Scope of the Course Coordinator Role

(5) The Course Coordinator plays a key role in leading and managing a course and facilitating university-wide engagement with the course team.

(6) Specific responsibilities of the Course Coordinator include the following in respect of an individual Course.

- a. Course Leadership: oversee the implementation at the Course level of UNE's teaching and learning priorities including leadership in innovative course development, curriculum design, development, implementation, evaluation, monitoring and review.
- b. Quality Enhancement: manage Course quality and the on-going improvement processes in accordance with relevant policies.
- c. Student Management: provide academic advice on complex Course requirements and student matters as outlined in UNE's General Rules.
- d. External Relationship Management: monitor changes in the external environment and liaise with relevant internal stakeholders, professional, industry and community bodies, in consultation with the Head of School/Pro Vice-Chancellor and Dean or nominee .
- e. Marketing and Recruitment: Promote the Course in conjunction with Faculties and relevant University directorates.
- f. Regularly report on course issues and outcomes to Head of School/Pro Vice-Chancellor and Dean.

Appointment of a Course Coordinator

(7) Applicants for the role of Course Coordinator will be invited to express interest in the role by the relevant Pro Vice-

Chancellor and Dean or Head of School.

(8) Appointment to the role of course coordinator will be made by the Executive/Management Committee of the responsible School or Faculty.

(9) An EEO Observer should be part of the selection process.

(10) The term of appointment will be for two years.

Selection Criteria

(11) The selection criteria will be set by the Head of School/Pro Vice-Chancellor and Dean.

(12) To ensure consistency the following criteria must be included as a minimum:

- a. Applicant employed at Level C or above.
- b. Approval to appoint at Level B may be sought from the Pro Vice-Chancellor Dean.
- c. Demonstrated capacity to undertake the duties/tasks associated with the position of course coordinator as designated in 6.

Status and Details

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Unit Head	Christopher Moran Vice-Chancellor and Chief Executive Officer
Enquiries Contact	Office of the Deputy Vice-Chancellor +61 2 6773 5050