Lead Instructor Responsibilities

Full time faculty are responsible for the curriculum, both content and that it is being delivered as intended. The following points are to clarify the role of lead instructor and may be adapted as appropriate for each program.

- Lead instructors must be fulltime faculty
- Responsible for course content along with program consultation regarding major changes
- Provide base syllabus for instructors
  - Discuss what is theirs to adapt/own and what must be maintained in the course
- Initiate meetings with instructors at the beginning of each semester to introduce/review/update course information
  - Consider regular meetings during the semester as needed
- Coordinate supplies and resources for the course, including ordering textbooks aligned with order deadlines.
- Visit each class at least once a semester to review student work.
- Complete a peer review of any new instructors or part time instructors the first semester of teaching. Subsequent peer reviews may be conducted by other faculty.
- Mentor instructors as needed, especially if they supervise a TA